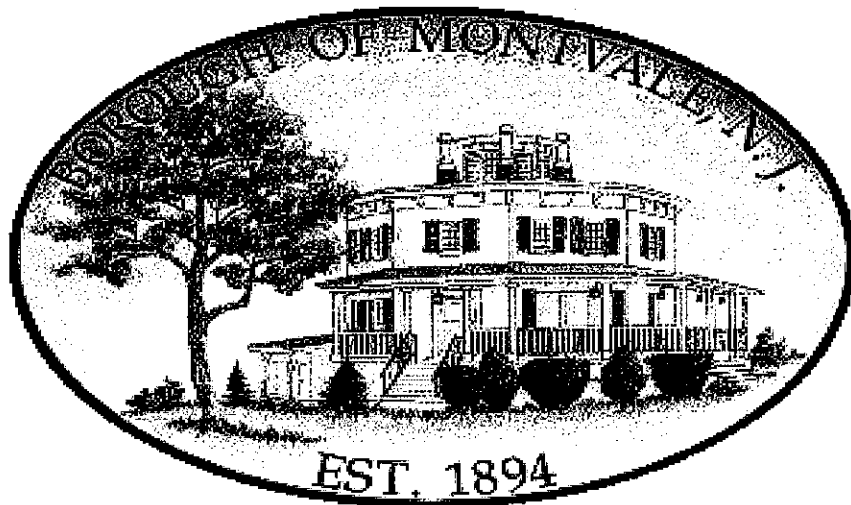


# **MAYOR AND COUNCIL MEETING**

**JANUARY 31, 2023**



**AGENDA**  
**WORK SESSION MEETING**  
**BOROUGH OF MONTVALE**  
**Mayor and Council Meeting**  
**January 31, 2023**  
**Closed Executive Session 7:00PM**  
**Meeting to Commence 7:30 P.M.**

**CLOSED/EXECUTIVE SESSION:**

Motion to move into Executive Session as provided for by Resolution No. 15-2023 adopted on January 1, 2023 and posted on the bulletin board in the Municipal Building:

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

- a. Contract Negotiations – Westphal
- b. Acquisition of Property/Attorney Client Privilege/Contract Negotiations
- c. Police Department/Promotion/Personnel
- d. PVDPW/Contract Negotiations

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

**ROLL CALL:**

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

**PROCLAMATION:** Arbor Day/April 22<sup>nd</sup> 2023

**ORDINANCES:**

**INTRODUCTION ORDINANCE NO. 2023-1529** AN ORDINANCE TO AMEND SALARY ORDINANCE NO. 2022-1528 TO PROVIDE FOR AND DETERMINE THE RATE, AMOUNT AND METHOD OF PAYMENT OF COMPENSATION TO PERSONS HOLDING CERTAIN OFFICES AND POSITIONS OF EMPLOYMENT IN THE BOROUGH OF MONTVALE, COUNTY OF BERGEN AND STATE OF NEW JERSEY FOR THE YEAR 2023

(Public Hearing 2-14-23)

**MINUTES:**

January 10, 2023

**BUDGET MEETING MINUTES:**

January 9, 2023

January 23, 2023

**CLOSED/EXECUTIVE MINUTES:**

None.

**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.

46-2023 Authorizing the Appointment of Police Chief/Douglas McDowell

47-2023 Tax Appeal Settlement/Life Time Fitness/Tenant/Terraza 18/LLC.

48-2023 Authorizing the Execution of the Continued Participation in the Interlocal Services Agreement with Northwest Bergen Central Dispatch for Emergency Dispatch Services

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

- 49-2023 Appointment Jr. Member / Montvale Fire Department / Jacob Ryan Nestory
- 50-2023 Authorize Execution Access Agreement/Advantage Environmental Consultants/  
12 Montvale Ave/Installation Monitoring Well
- 51-2023 Award Professional Service Contract Administrative Agent for the Borough consistent with  
N.J.A.C. 5:80-26.14 and to coordinate the affirmative marketing, review and approval of the  
sale and rental of affordable units in the Borough of Montvale/Piazza & Associates, Inc.
- 52-2023 Amending Resolution No. 33-2022 Awarding a Professional Services Contract to Surenian,  
Edwards & Nolan, LLC to Serve as Special Counsel in Connection with the Borough's  
Affordable Housing
- 53-2023 Approving Study For Emergency Medical Services/Tri Borough Volunteer Ambulance
- 54-2023 Authorizing The Adoption of the MEL's Cyber JIF Cybersecurity Risk Management Framework  
Relating To the Borough's Cyber Risk Management Program
- 55-2023 AUTHORIZE BUDGET TRANSFERS BETWEEN APPROPRIATION ACCOUNTS PURSUANT  
TO N.J.S.A. 40A:4-58
- 56-2023 Amending Resolution No. 19-2023 Authorizing the Policy & Procedures Manual of the  
Municipality
- 57-2022 Renewal Bergen Municipal Employee Benefits Fund

**BILLS:**

**ENGINEER'S REPORT:**

Andrew Hipolit  
Report/Update

- a. Upper Saddle River Road Drainage Improvements / Emergency Repair

**ATTORNEY REPORT:**

David Lafferty, Esq.  
Report/Update

**UNFINISHED BUSINESS:**

- a. Discussion Tri-Borough Ambulance / Stipend / 911 Calls / Transport/Resolution 53-2023

**NEW BUSINESS:**

- a. Appointment Environmental Commission / Alternate #2 - Louis Baldanza
- b. Discussion / Celebration of Ramadan - Various Events

**COMMUNICATION CORRESPONDENCE:**

None.

**MEETING OPEN TO THE PUBLIC:**

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

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

**MEETING CLOSED TO THE PUBLIC:**


**ADJOURNMENT:**


Regular Meeting of the Mayor & Council will be held at 7:30pm on February 14, 2023


**\*\*\*\*Disclaimer\*\*\*\*\* Subject to Additions And/Or Deletions**


# Borough of Montvale PROCLAMATION


*January 31, 2023*


 **HEREAS**, in 1872, J Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

 **HEREAS**, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and is observed nation-wide.

 **HEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

 **HEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

 **HEREAS**, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community.

 **OW, THEREFORE**, the Borough Council and I, Michael N. Ghassali, Mayor of the Borough of Montvale, County of Bergen, State of New Jersey, Do hereby proclaim April 22, 2023 as **Arbor Day**, and urge all citizens to support efforts to protect our trees and plant and care for trees to gladden the heart and promote the well-being of this and future generations.

---

Michael N. Ghassali, Mayor

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Dated

**BOROUGH OF MONTVALE  
ORDINANCE NO. 2023-1529**

**NOTICE IS HEREBY GIVEN** that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on January 31, 2023 and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on February 14, 2023 at 7:30 pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Maureen Iarossi Alwan, Municipal Clerk  
Borough of Montvale

**AN ORDINANCE TO AMEND SALARY ORDINANCE NO. 2022-1528 TO PROVIDE FOR AND DETERMINE THE RATE, AMOUNT AND METHOD OF PAYMENT OF COMPENSATION TO PERSONS HOLDING CERTAIN OFFICES AND POSITIONS OF EMPLOYMENT IN THE BOROUGH OF MONTVALE, COUNTY OF BERGEN AND STATE OF NEW JERSEY FOR THE**

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

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

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

Title		2023 Salary Range
1	Borough Administrator	\$110,000 - \$150,000
2	Safety Coordinator	\$5,000 - \$8,000
3	Chief Financial Officer (PT)	\$21,000 - \$30,000
4	Municipal Clerk	\$85,000 - \$110,000
5	Municipal Clerk (PT)	\$50,000 - \$75,000
6	Deputy Municipal Clerk (PT)	\$20,000 - \$55,000
7	Floater/ Admin. Assistant to Administrator	\$40,000 - \$60,000
8	Tax Collector (PT)	\$62,000 - \$75,000
9	Tax Assessor	\$37,000 - \$45,000
10	Treasurer/Purchasing Agent	\$78,000 - \$105,000
11	Deputy Treasurer	\$55,000 - \$65,000
12	Accounts Payable Clerk	\$42,000 - \$50,000

Title		2023 Salary Range
13	Secretary, Planning Board/Land Use Admin. (PT)	\$83,000 - \$95,000
14	Planning Board Secretary Special Meetings	\$45 - \$60/hour
15	Board Secretary, Clerical/Recording	\$130 - \$160
16	Office Manager (PT)	\$4,000 - \$7,000
17	Board of Health Secretary	\$22 - \$30/hour
18	Registrar Vital Statistics	\$800 - \$1,200
19	Deputy Registrar Vital Statistics	\$250 - \$500
20	Construction Official	\$72,000 - \$100,000
21	Building Sub Code Official and Inspector (PT)	\$30,000 - \$45,000
22	Zoning Officer	\$5,000 - \$11,000
23	Building Sub Code and Special Inspections	\$40 - \$50/hour
24		
25	Facilities Manager, Buildings & Grounds and Property Inspector	\$20,000 - \$30,000
26	Property Maintenance Officer (PT)	\$20,000 - \$25,000
27	Construction Dept. Control Person	\$50,000 - \$70,000
28	Plumbing Sub Code Official and Inspector (PT)	\$30,000 - \$45,000
29	Plumbing Sub Code and Special Inspections	\$40 - \$50/hour
30	Fire Sub Code Official and Inspector (PT)	\$30,000 - \$45,000
31	Fire Sub Code and Special Inspections	\$40 - \$50/hour
32	Electrical Sub Code Official and Inspector (PT)	\$30,000 - \$45,000
33	Electrical Sub Code and Special Inspections	\$40 - \$50/hour
34	Fire Prevention Official	\$65,000 - \$75,000
35	Fire Inspector/ Senior/Deputy Fire Official	\$7,600 - \$25,000
36	Fire Prevention Secretary	\$1,000 - \$1,000
37	Municipal Court Administrator	\$75,000 - \$95,000
38	Deputy Municipal Court Administrator	\$55,000 - \$70,000
39	Court Security	\$20 - \$27/hour
40	Violations Clerk	\$40,000 - \$50,000
41	Police Secretary	\$42,000 - \$50,000
42	Administrative Assistant for Police Chief	\$60,000 - \$75,000

43	Emergency Mgmt. Coordinator	\$5,000	-	\$7,000
44	Deputy Emergency Mgmt. Coordinator	\$3,000	-	\$6,000
45	Library Director	\$80,000	-	\$97,000
46	Library – Library Adult Services	\$55,000	-	\$70,000

Title		2023 Salary Range		
47	Library (PT)	\$13	-	\$50/hour
48	Library (PT) meetings	\$120	-	\$225/mtg.
49	Director, Public Assistance	\$2,000	-	\$5,000
50	Director of Recreation	\$52,000	-	\$64,000
51	Recreation Assistant	\$40,000	-	\$55,000
52	Recreation Summer Camp Stipend	\$2,000	-	\$6,000
53	Summer Camp Counsellors	\$500	-	\$2,000
54	Park Monitor (PT)	\$20	-	\$26/hour
55	Van Drivers (PT)	\$20	-	\$25/hour
56	Station Technicians (PT)	\$15	-	\$20/hour
57	Booker Cable Access TV	\$3,000	-	\$6,000
58	Archivist Records Manager/D.A.R.M.	\$25	-	\$28/hour
59	Clerical/Recording Special Meetings	\$20	-	\$40/hour
60	Deputy Construction Official	\$75,000	-	\$85,000
61	Wellness Coordinator	\$500	-	
62	Wellness Incentive Participants	\$300	-	

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

Title		2023 Salary Range		
A.	Municipal Judge	\$40,000	-	\$45,000
B.	Mayor	\$8,000	-	\$10,000
C.	Councilpersons (each)	\$6,500	-	\$8,000

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

Title		2023 Salary Range	
A.	Chief	\$220,000	- \$250,000
B.	Captain	\$200,000	- \$225,000
C.	Lieutenant (Base Wage)	\$167,373	- \$171,892
D.	Sergeants (Base Wage)	\$155,750	- \$159,956
E.	Detective – Additional per year	\$4,000	- \$4,500
F.	Juvenile Officer – Addt'l per year	\$400	- \$400
G.	Asst. Juvenile Officer – Addt'l per year	\$350	- \$350
H.	Special Police Officer Class III (SLEO)	\$50,000	- \$57,000
I.	Special/Auxiliary Police	\$22/hour	- \$26/hour
J.	School Cross Guard/Police Matrons	\$22/hour	- \$26/hour

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

Police Officers Schedule (Base Wage Each)			
0-6 months	\$47,452	-	\$48,733
6 months – 1 year	\$54,347	-	\$55,814
1 – 2 years	\$59,007	-	\$62,894
2 – 3 years	\$68,490	-	\$77,053
3 – 4 years	\$88,815	-	\$91,213
4 – 5 years	\$102,601	-	\$105,372
5 – 6 years	\$116,388	-	\$119,530
6 – 7 years	\$130,176	-	\$133,691
7 – 8 years	\$143,963	-	\$147,850

**SECTION 4B:** In addition to the compensation stated above, Full Time Employees in Section 4 and Section 4A (excepting the Chief, Captain, and any other employee whose contract specifically excludes longevity), shall be paid an annual longevity increment pursuant to the following schedule:



<b>Years of Service</b>	<b>Officers Hired BEFORE January 1, 2006</b>	<b>Officers Hired AFTER January 1, 2006</b>
Beginning five (5) years	1%	-
Beginning seven (7) years	2%	-
Beginning nine (9) years	3%	1%
Beginning eleven (11) years	4%	2%
Beginning thirteen (13) years	5%	3%
Beginning fifteen (15) years	6%	4%
Beginning seventeen (17) years	7%	5%
Beginning nineteen (19) years	8%	6%
Beginning twenty-one (21) years	-	7%
Beginning twenty-two (22) years	-	8%
Beginning twenty-four (24) years	9%	9%

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

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

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

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

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

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

**SECTION 6.** This ordinance shall be operative as of January 1, 2022, and salaries paid shall be adjusted in accordance with the terms of this ordinance.

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

**SECTION 8.**  
provided by Law.

This ordinance shall take effect immediately upon publication in the manner

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

\_\_\_\_\_  
ATTEST:  
MAUREEN IAROSSO-ALWAN  
Municipal Clerk

INTRODUCTION: 1-31-23

Councilmember	Yes	No
Arendacs		
Cudequest		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

ADOPTED: 02-14-23

Councilmember	Yes	No
Arendacs		
Cudequest		
Koelling		
Lane		
Roche		
Russo-Vogelsang		

**PUBLIC MEETING  
MINUTES**

The Public Meeting of the Mayor and Council was held in Council Chambers and called to order at 7:32PM. Adequate notification was published in the official newspaper of the Borough of Montvale. Master Sergeant Dieter Koelling led the Pledge of Allegiance to the Flag, and roll call was taken.

**OPEN PUBLIC MEETING STATEMENT**

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

Also Present: Mayor Mike Ghassali; Borough Attorney, Dave Lafferty; Administrator, Joe Voytus; Municipal Clerk, Maureen Iarossi-Alwan; and Deputy Municipal Clerk, Fran Scordo

**ROLL CALL:**

Councilmember Arendacs  
Councilmember Cudequest  
Councilmember Koelling

Councilmember Lane  
Councilmember Roche - absent  
Councilmember Russo-Vogelsang

**PRESENTATION:**

Steven Coston from the New Jersey Senior Games  
Brochure included with minutes

**ORDINANCES:**

None

**MEETING OPEN TO PUBLIC:**

Agenda Items Only

Motion to open meeting to the public by Councilmember Cudequest; seconded by Councilmember Russo-Vogelsang – all ayes

Carolee Adams

Suggested to Mayor Ghassali that he should spread the word at the next mayor's association meeting about the senior games presentation.

Motion to close meeting to the public by Councilmember Lane; seconded by Councilmember Cudequest – all ayes

**MEETING CLOSED TO PUBLIC:**

Agenda Items Only

**MINUTES:**

**December 27, 2022**

A motion to accept minutes by Councilmember Cudequest; seconded by Councilmember Koelling – all ayes

**Sine Die January 1, 2023**

A motion to accept minutes by Councilmember Lane; seconded by Councilmember Cudequest – all ayes with the exception of Councilmember Russo-Vogelsang abstaining

**Re-Organization January 1, 2023**

A motion to accept minutes by Councilmember Lane; seconded by Councilmember Cudequest – all ayes with the exception of Councilmember Russo-Vogelsang abstaining

**CLOSED/EXECUTIVE MINUTES:**

None

**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.

**24-2023 Cancellation of Outstanding Checks / Prior Years / Pascack Joint Municipal Court**

**WHEREAS**, there exists various outstanding checks from prior years drawn against certain accounts; and

**WHEREAS**, the Municipal Court Administrator provided a listing of outstanding checks that require cancellation (listing attached) from prior years.

**BE IT RESOLVED**, the Chief Financial Officer is hereby authorized to deposit these funds to the respective reserve or surplus account;

**BE IT FURTHER RESOLVED**, the Municipal Court Administrator shall receive a copy of this resolution for record keeping; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale that the attached list of outstanding checks from prior years be cancelled;

**25-2023 Authorize Appointment / Sherri D'Alessandro / Acting Municipal Court Administrator**

**WHEREAS**, pursuant to N.J.S.A. 2B:12-10 the Municipality of Upper Saddle River and the Municipality of Montvale, acting as lead agency for the Pascack Joint Municipal Court, are required to provide for a Municipal Court Administrator; and

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

**WHEREAS**, in accordance with N.J.S.A. 2B:12-1(c) the Municipality of Upper Saddle River and the Municipality of Montvale, acting as lead agency for the Pascack Joint Municipal Court, consent and agree to share the professional services of their respective Municipal Court Administrators on a provisional basis in the event of the absence of the Municipal Court Administrator and Deputy Court Administrator, to undertake the duties of the absent Municipal Court Administrator during scheduled and/or unscheduled leaves, within the two respective municipalities; and

**WHEREAS**, the rate of pay shall be \$30 per hour. Pay rate established by N.J.S.A. 2B:12-10(b).

**NOW THEREFORE BE IT RESOLVED**, this 10th day of January 2023, that the Municipality of Upper Saddle River and the Municipality of Montvale consent to the attached agreement.

**26-2023 A Resolution Awarding a Professional Grant Writing Consulting Contract to Millennium Strategies for the Year 2023**

**WHEREAS**, the Borough of Montvale has a need to contract with a person or entity for professional grant writing consultant services; and

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40A:11-5(a)(1)(i)) permits contracts for professional services to be negotiated and awarded by the governing body without public advertising for bids and requires that the resolution authorizing the award of a contract for professional services without competitive bids and the contract itself be available for public inspection; and

**WHEREAS**, the Borough has received a proposal from Millennium Strategies, 60 Columbia Road, Suite 230, Morristown, New Jersey 07960, dated December 19, 2022, to perform such services for the Borough; and

**WHEREAS**, the cost of said services is \$650 per month for: 1) Establishment of a User Platform with Online Grant Research Portal, 2) Access to Detailed Grant Summaries, and 3) Consultations on Available Grant Opportunities, with Grant Writing and Project Support available on an as-needed basis for the cost of \$130 per hour; and

**WHEREAS**, the Borough is desirous of awarding a contract to Millennium for items 1 through 3, as per Millennium's Proposal, with Grant Writing and Project Support to be separately authorized by the Governing Body for specific grants; and

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

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale, that a contract is hereby awarded as follows:

**Contractor**

Millennium Strategies  
60 Columbia Road, Suite 230  
Morristown, New Jersey 07960

**Amount**

\$650/month for Services 1-3  
\$130/hour for Service 4 as needed  
As Per Proposal

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby directed, authorized and empowered to execute a contract to effectuate the provisions and purpose of this resolution, subject to approval as to form by the Borough Attorney.

**BE IT FURTHER RESOLVED** that pursuant to N.J.S.A. 40A:11-5, public notice of this contract award shall be published in the official newspaper of the Borough in accordance with applicable law.

**27-2023 Authorizing The Borough Administrator To Sign The NJDEP WQM-003 Statement Of Consent Form For Property Located At 100 Summit Avenue – Treatment Works Approval (TWA) Application.**

**WHEREAS**, the New Jersey Department of Environmental Protection (NJDEP) requires Consent of the Governing Body and Certification by the Wastewater Conveyance System Owner;

**WHEREAS**, the Borough of Montvale owns and operates their wastewater conveyance system that the property owner **GRAY CAPITAL (for property located at 100 Summit Avenue)** is proposing to connect for sanitary sewerage disposal;

**WHEREAS**, the Borough Engineer has reviewed the NJDEP WQM-003 Form and has determined that the Borough's sanitary sewer system has adequate capacity;

**WHEREAS**, the Borough Engineer has reviewed the NJDEP WQM-003 Form and recommends that the Borough's Mayor and Council authorize the Borough Administrator to execute the WQM-003 Form Section A-1 and Section A-3B;

**WHEREAS**, the Borough's Mayor and Council has considered this recommendation;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Montvale, formally approves the Borough Administrator to execute the above stated Application.

**BE IT FURTHER RESOLVED** that the Borough Administrator is hereby authorized to execute the NJDEP WQM-003 Form on behalf of the Borough of Montvale for the application by the owner, **Gray Capital, FOR PROPERTY LOCATED AT 100 Summit Avenue, Montvale, New Jersey.**

**29-2023 Appointment of A Risk Management Consultant In Accordance With The Requirements Set Forth By The Bergen County Municipal Joint Insurance Fund (BCMJIF) For The Borough Commencing January 1, 2023 / Professional Insurance Associates, (P.I.A) A Division of World Insurance Associates, LLC**

**WHEREAS**, the Borough Of Montvale (hereinafter, the Municipality) is a member of the **Bergen County Municipal Joint Insurance Fund (BCMJIF)** and the **Municipal Excess Liability Joint Insurance Fund (MEL)** collectively referred to as, the Funds, for property and casualty coverage's, which include property, general liability, crime, environmental, employee benefits liability, excess liability and workers compensation; and

**WHEREAS**, the bylaws of said Funds require the Municipality appoint a RISK MANAGEMENT CONSULTANT to perform the various functions and professional services integral to the effective operation of the Municipality's Insurance Program and Loss Control efforts; and

**WHEREAS**, the Board of Fund Commissioners for the BCMJIF established a fee for such services equal to six percent (6%) of the Municipality's assessment, which expenditure represents reasonable compensation for the services required and is a part of the Municipal Assessment promulgated by the Fund's; and

**WHEREAS**, the Municipality has conducted a solicitation process to review and evaluate the credentials, services, performance and integrity of several professional firms experienced in these types of services; and

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

**NOW THEREFORE BE IT RESOLVED**, that the Mayor and Council does hereby appoint **Professional Insurance Associates Inc. (P.I.A.) A Division of World Insurance Associates, LLC** as its Risk Management Consultant in accordance with the Fund's bylaws; and

**BE IT FURTHER RESOLVED**, that the Mayor and Borough Clerk are hereby authorized and directed to execute a Risk Management Consultant's Agreement attached and to advertised in the official newspaper in accordance with N.J.S.A. 40A:11-5 (1) (a) (i).

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be forwarded to Professional Insurance Associates, (P.I.A.) A Division of World Insurance Associates, LLC, 429 Hackensack Street, Carlstadt, New Jersey 07072.

**30-2023 Award Professional Service Contract / Borough Attorney / Huntington Bailey, L.L.P**

**WHEREAS**, the Borough of Montvale has a need to acquire Attorney Services through the alternate process pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5; and,

**WHEREAS**, Huntington Bailey, L.L.P., 373 Kinderkamack Road, Westwood, NJ 07675 were appointed at the Re-organization Meeting of the Governing Body on January 1, 2023; and

**WHEREAS**, the anticipated term of this contract is for 1 year; and

**WHEREAS**, the Certified Municipal Finance Officer has certified the availability of funds; and,

**WHEREAS**, David Lafferty, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that the contract will prohibit David Lafferty, Esq. from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:111 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the Contract itself must be available for public inspection;

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

1. The Mayor and Municipal Clerk of the Borough of Montvale are hereby authorized and directed to execute the attached Contract with Huntington Bailey, L.L.P.
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.
3. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.
4. A Notice of this action shall be printed once in the official newspaper of the Borough.

**31-2023 Award Professional Service Contract / Borough Auditor / Lerch, Vinci & Bliss**

**WHEREAS**, the Borough of Montvale has a need to acquire Auditor Services through the alternate process pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

**WHEREAS**, Lerch, Vinci & Bliss, LLP, 17-17 Route 208, Fair Lawn, NJ 07410 were appointed at the Re-organization Meeting of the Governing Body on January 1, 2023; and

**WHEREAS**, the anticipated term of this contract is for 1 year; and

**WHEREAS**, the Certified Municipal Finance Officer has certified the availability of funds; and,

**WHEREAS**, Lerch, Vinci & Bliss, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that the contract will prohibit Lerch, Vinci & Bliss, LLP from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contracts Law (*N.J.S.A. 40A:111 et seq.*) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the Contract itself must be available for public inspection;

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

1. The Mayor and Municipal Clerk of the Borough of Montvale are hereby authorized and directed to execute the attached Contract with Lerch, Vinci & Bliss
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-5(1)(a)* of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.
3. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.
4. A Notice of this action shall be printed once in the official newspaper of the Borough of Montvale.

**32-2023 Award Professional Service Contract / Engineering Services / Colliers Engineering & Design, Inc. Andrew R. Hipolit, P.E., PP., C.M.E.**

**WHEREAS**, the Borough of Montvale has a need to acquire Engineering Services through the alternate process pursuant to the provisions of *N.J.S.A. 19:44A-20.4 or 20.5*; and,

**WHEREAS**, Colliers Engineering & Design, Inc. 400 Valley Road, Suite 304, Mount Arlington, NJ 07856 were appointed at the Re-organization Meeting of the Governing Body on January 1, 2023; and

**WHEREAS**, Andrew R. Hipolit, shall be designated as Principal in Charge for all services provided to the Borough of Montvale, and

**WHEREAS**, the anticipated term of this contract is for 1 year; and

**WHEREAS**, the Certified Municipal Finance Officer has certified the availability of funds; and,

**WHEREAS**, Colliers Engineering & Design, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that the contract will prohibit Colliers Engineering & Design, Inc. from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contracts Law (*N.J.S.A. 40A:111 et seq.*) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the Contract itself must be available for public inspection;

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

1. The Mayor and Municipal Clerk of the Borough of Montvale are hereby authorized and directed to execute the attached Contract with Colliers Engineering & Design, Inc.
2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with *N.J.S.A. 40A:11-5(1)(a)* of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.

3. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

4. A Notice of this action shall be printed once in the official newspaper of the Borough.

**33-2023 Award Professional Service Contract / Borough Planner / Colliers Engineering & Design, Inc. Darlene Green, P.P., AICP**

**WHEREAS**, the Borough of Montvale has a need to acquire Municipal Planner through the alternate process pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5; and,

**WHEREAS**, Colliers Engineering & Design, Inc. was appointed at the Re-Organization Meeting of the Governing Body on January 1, 2023; and

**WHEREAS**, it is the desire of the Mayor and Borough Council to appoint Darlene Green, P.P., AICP, Associate, Senior Project Planner of Colliers Engineering & Design, Inc., Shelbourne at Hunterdon, 53 Frontage Road, Suite 110, Hampton, NJ 08827 for planning services for the Borough; and

**WHEREAS**, the anticipated term of this contract is for 1 year; and

**WHEREAS**, the Certified Municipal Finance Officer has certified the availability of funds; and,

**WHEREAS**, Colliers Engineering & Design, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Borough of Montvale in the previous one year, and that the contract will prohibit Colliers Engineering & Design, Inc. from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the Contract itself must be available for public inspection;

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

1. The Mayor and Municipal Clerk of the Borough of Montvale are hereby authorized and directed to execute the attached Contract with Colliers Engineering & Design, Inc

2. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the services are to be performed by a person authorized by law to practice a recognized profession.

3. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

4. A Notice of this action shall be printed once in the official newspaper of the Borough.

**34-2023 Awarding Service Contract / Agreement Tri-State Technical Services / Computers & Peripherals**

**WHEREAS**, the Borough of Montvale requires professional computer services and an extended service agreement for the computers and peripherals for the period January 1, 2023 through December 31, 2023; and

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

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

That a contract for professional computer services for an Service Agreement for Computers and Peripherals proposal which is attached and made part of this resolution be awarded to Tri-State Technical Computer Services, Inc., of 442 Lafayette Avenue, Hawthorne, New Jersey 07506 in the amount of \$9,485.00 for the period January 1, 2023 through December 31, 2023 for the service contract, and \$80.00 for labor rate as described in the Service Agreement;

**WHEREAS**, the Certified Municipal Finance Officer has certified the availability of funds; and

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



**35-2023 Authorize Contract Animal Control Services/Tyco**

**WHEREAS**, the Board of Health of the Borough of Montvale has received a proposal from Tyco Animal Control Service, 1 Stout Lane, Ho-Ho-Kus, NJ.

**WHEREAS**, said proposal has been reviewed and approved by the Board of Health; and

**WHEREAS**, the Board of Health recommends this contract with Tyco Animal Control Service based upon prior services provided; and

**WHEREAS**, it is the intention of the Mayor and Council to provide funds in the year 2023 Budget for this contract, Other Expense Portion of the Animal Control Services Budget; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale that the contract for Animal Control Services for 2023 be and is hereby awarded to Tyco Animal Control Service, 1 Stout Lane, Ho-Ho-Kus, NJ 07423 pursuant to the terms and conditions and rates as outlined in the attached contract effective January 1, 2023, copy of which is attached to this resolution for the base amount of \$11,040.00 annually payable monthly with additional costs charged per the rates as outlined in the attached proposal.

**36-2023 Mutual Aid Plan & Rapid Deployment Force Interlocal Service Agreement**

**WHEREAS**, the police departments in Bergen County have a day-to-day responsibility to provide for the security of lives and property, for the maintenance and preservation of the public peace and order; and

**WHEREAS**, Law Enforcement Officials also have a responsibility to provide for preparedness against natural emergencies, such as floods, hurricanes, earthquakes, major storms, etc., manmade causes, civil unrest, and civil disobedience such as riots, strikes, jail or prison riots, train wrecks, aircraft crashes, major fires, ethnic disorders, riots, terrorist incidents and bombings, state and national emergencies; and

**WHEREAS**, the Bergen County Police Chiefs Association has proposed a Mutual Aid Plan and Rapid Deployment Force to deal with these emergencies; and,

**WHEREAS**, this Plan is adopted in accordance with the provisions of N.J.S.A. 40A:14-156, N.J.S.A. 40A:14-156.1, N.J.S.A. 40A:14-156.4 AND N.J.S.A. App A:9-40.6; and

**WHEREAS**, this Plan will provide a uniform procedure for the coordination of the requesting, dispatching, and utilization of law enforcement personnel and equipment whenever a local law enforcement agency requires mutual aid assistance from any other jurisdiction, both contiguous and non-contiguous, in the event of an emergency, riot or disorder, in order to protect life and property; and

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

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

**BE IT FURTHER RESOLVED** that a copy of this resolution be forwarded to the County Executive, the Board of County Commissioners, the County Prosecutor, the County Chief of Police, and all Bergen County Municipalities.

**38-2023 A Resolution of the Borough of Montvale Awarding a Contract to Spatial Data Logic, Inc. as an Extraordinary Unspecifiable Service for Website Design, Web Manage, Hosting and Support and Related Services**

**WHEREAS**, the Borough of Montvale is desirous of continuing the services of a professional company to redesign, host and support the Borough's website and related web applications and

social media in order to better service the Borough's residents and visitors to the Borough's website; and

**WHEREAS**, such services are exempt from public bidding requirements pursuant to *N.J.S.A. 40A:11-5(a)(ii)* and *N.J.A.C. 5:34-2.1* as "extraordinary unspecifiable services"; and

**WHEREAS**, the Borough has received a proposal for the year 2023 to provide such services from Spatial Data Logic, Inc., said proposal is attached to the original of this resolution; and

**WHEREAS**, the Council is therefore desirous of awarding a contract to Spatial Data Logic Inc. to perform the above-referenced services for the prices and on the terms set forth in the attached proposal; and

**WHEREAS**, because the value of this contract exceeds the Borough's applicable pay-to-play threshold, it shall be awarded pursuant to the "alternative" provisions of *N.J.S.A. 19:44A-20.4*, et seq., and Spatial Data Logic, Inc. has provided a Business Entity Disclosure Certification and all other appropriate documentation pertaining to same.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Montvale that a contract is hereby awarded to Spatial Data Logic Inc. for website design, managing, hosting and support, and related services, for the prices and on the terms set forth in the Proposal submitted by Spatial Data Logic, Inc. ; and

**BE IT FURTHER RESOLVED** that the pricing for this contract shall be as set forth in the Spatial Data Logic, Inc. proposal but shall not exceed \$21,140.00 without further authorization of the Borough Council, and shall be for a term of one (1) year.

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk, and all other appropriate officials, shall be and are hereby authorized to execute all contract documents necessary to effectuate the purposes of this resolution, subject to approval as to form by the Borough Attorney.

**BE IT FURTHER RESOLVED** that pursuant to *N.J.S.A. 40A:11-5(1)(a)(ii)*, a brief notice stating the nature, duration, service and amount of this contract shall be printed once in the official newspaper of Borough of Montvale, and said notice shall also advise the public that a copy of the final contract shall be on file and available for public inspection at the office of the Municipal Clerk.

**39-2023 A Resolution Awarding a Professional Services Contract to Jeffrey R. Surenian and Associates, LLC to Serve as Special Counsel in Connection with the Borough's Affordable Housing**

**WHEREAS**, the Governing Body is desirous of hiring Special Counsel to represent the Borough in connection with the Borough's affordable housing; and

**WHEREAS**, the Borough has received a proposal from. Surenian, Edwards & Nolan, LLC, 311 Broadway, Suite A, Point Pleasant Beach, NJ 08742, to perform all services necessary and appropriate in connection with same; and

**WHEREAS** Surenian, Edwards & Nolan proposal sets forth the following rates:

- (a) \$200.00 per hour for all time spent by Jeffrey R. Surenian;
- (b) \$190.00 per hour for all time spent by Michael J. Edwards
- (b) \$185.00 per hour for all time spent by other attorney's
- (e) \$90.00 per hour for all paralegal work; and

**WHEREAS**, the Governing Body is satisfied that Mr. Surenian and his firm possess the requisite experience pertaining to such matters; and

**WHEREAS**, pursuant to *N.J.S.A. 40A:11-5(a)(i)*, a professional services contract is exempt from public bidding requirements; and

**WHEREAS**, because the value of this contract is anticipated to be in excess of \$15,000 (the Borough's local pay-to-play limit), this contract has been awarded under the "alternative process" pursuant to *N.J.S.A. 19:44A-20.4* et seq. (the "Pay-to-Play Law"), and has been awarded to the contractor based upon the merits and abilities of the contractor to provide the services necessary; and

**WHEREAS**, because this contract has been awarded under the "alternative process," Mr. Surenian has completed and submitted a Business Entity Disclosure Certification which certifies that neither he nor his firm has made any reportable contributions (\$300 or more) to a political or candidate committee in the Borough of Montvale with the elected officials in the previous one year, and that the contract will prohibit said persons and entities from making any reportable contributions (\$300 or more) through the term of the contract; and

**WHEREAS**, the Governing Body is desirous of awarding a contract to Jeffrey R. Surenian and Associates, LLC, in an amount not to exceed \$15,000.00 without further authorization of the Governing Body, at the hourly rates set forth above; and

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

**NOW, THEREFORE, BE IT RESOLVED** that a contract is hereby awarded to L Surenian, Edwards & Nolan LC to serve as Special Counsel in connection with the Borough's Affordable Housing Litigation, pursuant to the terms and conditions set forth herein.

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

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

**40-2023 Awarding a Professional Service Contract for the Position of Municipal Prosecutor for the Pascack Joint Municipal Court to Dario, Albert, Metz, Eyerman, Canda, Concannon, Ortiz & Krouse, LLC**

**WHEREAS**, the Pascack Joint Municipal Court has a need to contract with a licensed attorney or firm to serve as the municipal prosecutor pursuant to N.J.S.A. 2B:24-1, et seq.; and

**WHEREAS**, the Pascack Municipal Court Committee agreed to acquire Attorney Services through the alternate process pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5; and,

**WHEREAS**, it is the desire of the Pascack Joint Municipal Court to appoint the firm of Dario, Albert, Metz, Eyerman, Canda, Concannon, Ortiz & Krouse, LLC as the municipal prosecutor, with Brian E Eyerman, Esq. serving as the lead attorney; and

**WHEREAS**, it is expected that Brian E. Eyerman Esq. will serve as the primary municipal prosecutor and will handle all matters and attend all sessions of the Pascack Joint Municipal Court barring exceptional circumstances; and

**WHEREAS**, the compensation of the municipal prosecutor shall be \$33,000 per year; and

**WHEREAS**, said compensation shall be included as part of the Operational Costs for the Pascack Joint Municipal Court as per the agreement between the participating municipalities; and

**WHEREAS**, the term of this contracts shall commence as of the date of this resolution, and shall continue for the remainder of the calendar year 2023; and

**WHEREAS**, the Certified Municipal Finance Officer has the availability of funds; and,

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and Contracts must be available for public inspection.

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

1. This Contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law, because the services are to be performed by a person authorized by law to practice a recognized profession.
2. The Contracts, including the terms of compensation for each professional, shall be placed on file with this resolution.
3. A Notice of this action shall be printed once in the official newspaper of the Borough.

**41-2023 Award Professional Service Contract/Public Defender/Alternate Public Defender/Pascack Joint Municipal Court to Aronsohn, Weiner, Salerno & Kaufman**

**WHEREAS**, the Pascack Joint Municipal Court has a need to contract for the services of various professionals to serve as the municipal public defender or alternate public defender, pursuant to N.J.S.A. 2B:24-1, et seq.; and

**WHEREAS**, the Pascack Municipal Court Committee agreed to acquire Public Defender Services through the alternate process pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5; and,

**WHEREAS**, there are occasions when the appointed municipal public defender may have a conflict of interest, thus creating a need for an alternate public defender; and

**WHEREAS**, it is the desire of the Pascack Joint Municipal Court to appoint the following individuals to the positions set forth below:

Public Defender: Gerald R. Salerno, Esq.

Alternate Public Defender: Salvatore Sclafani, Esq.

**WHEREAS**, the salary of the Public Defender shall be \$12,000; and

**WHEREAS**, said salaries shall be included as part of the Operational Costs for the Pascack Joint Municipal Court as per the agreement between the participating municipalities; and

**WHEREAS**, any compensation to be paid to the Alternate Public Defender shall be paid by the Public Defender, as appropriate; and

**WHEREAS**, the term of these contracts shall commence on January 1, 2023, and shall continue for the remainder of the calendar year 2023; and

**WHEREAS**, the Certified Municipal Finance Officer has the availability of funds; and,

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1, et seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and Contracts must be available for public inspection.

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

1. These Contracts are awarded without competitive bidding as "Professional Services" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law, because the services are to be performed by a person authorized by law to practice a recognized profession.

2. A Notice of this action shall be printed once in the official newspaper of the Borough.

**42-2023 Authorize Contract Health Awareness Regional Program (HARP) Hackensack Meridian Health / Hackensack University Medical Center**

**WHEREAS**, the Board of Health of the Borough of Montvale has received and reviewed the proposal from Hackensack Meridian Health, Hackensack University Medical Center (HARP) on Monday, December 5, 2022 at their regular meeting; and

**WHEREAS**, said attached proposal has been reviewed and approved by the Board of Health; and

**WHEREAS**, the Board of Health recommends the Health Department Services of Hackensack Meridian Health, Hackensack University Medical Center based upon the services provided by the Agency; and

**WHEREAS**, it is the intention of the Mayor and Council to provide funds in the year 2023 Budget for this contract for public health services, administrative services, health education, public health nursing and other related services as outlined in the attached contract; and

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale that the contract for Health Services for 2023 be and is hereby awarded to Hackensack Meridian Health, Hackensack University Medical, Center, Hackensack, NJ 07601 pursuant to the terms and conditions as outlined in the attached contract effective January 1, 2023, copy of which is attached to this resolution in the amount of \$2,422.50 quarterly payment as outlined in the attached proposal.

**43-2023 A Resolution To Appoint A Health Benefits Consultant Relative To The Borough's Membership In The Bergen Municipal Employee Benefits Fund (BMED) Commencing January 1, 2023 / PIA, A Division of World Insurance Associates, LLC**

**WHEREAS**, the **BOROUGH OF MONTVALE** (hereinafter, the Municipality) is a member of the **Bergen Municipal Employee Benefits Fund (BMED)** and the **Municipal Reinsurance Health Insurance Fund (MRHIF)** collectively referred to as, the Funds, for the Borough's Employee Health Benefits Program, which includes medical, prescription and dental coverage's; and

**WHEREAS**, the bylaws of said Funds require the Municipality appoint a **HEALTH BENEFITS CONSULTANT** to perform the various functions and professional services integral to the effective operation of the Municipality's Employee Health Benefits Program; and

**WHEREAS**, the Board of Fund Commissioners for the BMED established a fee for such services based upon the Municipality's assessment, which expenditure represents reasonable compensation for the services required and is a part of the Municipal Assessment promulgated by the Fund's; and

**WHEREAS**, the Municipality has conducted a solicitation process to review and evaluate the credentials, services, performance and integrity of several professional firms experienced in these types of services; and

**WHEREAS**, the judgmental nature of the Health Benefits Consulting duties and the fact the service will be performed by personnel authorized by law to practice a recognized profession that is regulated by law, renders comparative bidding impractical;

**NOW THEREFORE BE IT RESOLVED**, that the Mayor and Council does hereby appoint **PIA Security Programs Inc., A Division of World Insurance Associates, LLC** as its Health Benefits Consultant in accordance with the Fund's bylaws; and

**BE IT FURTHER RESOLVED**, that in accordance the **HEALTH BENEFITS CONSULTANT** shall receive as compensation as outlined as indicated the attached agreement; and

**BE IT FURTHER RESOLVED**, that the Mayor and Borough Clerk are hereby authorized and directed to execute the Health Benefits Consultant's Agreement attached to the original of this resolution and to cause a notice of this decision to be published in accordance with NJSA 40A:11-5 (1) (a) (i).

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution shall be forwarded to PIA, 429 Hackensack Street, Carlstadt, New Jersey 07072.

**44-2023 Authorize Change Order No. 1/Various Streets Craig Road/American Asphalt & Trucking, LLC**

**WHEREAS**, the Borough of Montvale awarded a contract via Resolution No.77-2022 to American Asphalt & Trucking, LLC 818 Summer Avenue, Newark NJ 07104 for the Various Streets Craig Road Project; and

**WHEREAS**, the original contract amount was \$185,564.87; and

**WHEREAS**, the Borough Engineer, in a letter dated December 14, 2022, which is attached to the original of this resolution and has been monitoring the project recommends in full detail the proposed Change Order #1 in the amount of \$8,102.17 (see attached); and

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

**Contractor**

Total Contract Amount Base Bid	\$ 185,564.87
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<b>Change Order #1</b>	<b>\$ 8,102.17</b>
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Adjusted Total Contract Amount	\$ 193,667.04
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Payment Amount	\$188,768.68
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**NOW THEREFORE BE IT RESOLVED**, *By the Governing Body of the Borough of Montvale authorize Change Order #1 in the amount of \$8,102.17 and payment to be issued in the amount of \$188,768.68; and*

**WHEREAS**, the Chief Financial Officer of the Borough has certified that funds have been appropriated and are available for this purpose, a copy of said certification attached to the original copy of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale that the above reference change order #1 is hereby approved:

**45-2023 Amending Resolution No. 143-2022 To Establish Recreational Fees for Year 2023**

**WHEREAS**, The Recreation Department hereby establishes the programs, times and fees for various programs; and

**WHEREAS**, the Recreation Director has recommended that the following fees, programs, and times be revised as described; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale that the following fees and programs and services be and are hereby established

**TIME SCHEDULE FOR SKATING RINK:**Weekdays:

8:00AM - 2:00PM Pickleball  
2:00PM - Dusk Roller/Street Hockey

Weekends:

8:00AM - 10:00AM Pickleball  
10:00AM - 2:00PM Roller/Street Hockey  
2:00PM - 5:00PM Pickleball  
5:00PM - Dusk Roller/Street Hockey

<u>Program Name</u>	<u>Session Length</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
<b>30+ Basketball</b>	Sept-May	\$75	\$95
	Jan-May	\$40	\$60
<b>Adult Soccer</b>	10 weeks	\$15	\$20
<b>Golf Instruction</b>	6 weeks	\$115	\$135
	8 weeks	\$150	\$170
<b>Pickleball Clinic</b>	3 weeks	\$50	\$65
<b>Pickleball Clinic Drop In Fee</b>	1 class	\$20	\$25
<b>Pickleball Program</b>	January-May	\$50	\$75
<b>Summer Camp: Grades 1-5</b>	4 weeks	\$450 per child \$1350 family max	\$500 per child \$1500 family max
<b>Adventure Camp: Grades 6-7</b>	4 weeks	\$550 per child	\$610 per child
<b>Summer Camp Resident/Non-Resident</b>	\$30 Additional Fee after Registration Period. \$25 late charge for every 15 minutes a child is left under care after camp dismissal. Payment shall be made directly to the Camp Director or Asst. Director and turned over to the Borough of Montvale.		
<u>Program Name</u>	<u>Session Length</u>	<u>Resident Fee</u>	<u>Non-Resident Fee</u>

**BOROUGH OF MONTVALE**
**JANUARY 10, 2023**

<b>Extended Day Multisport Camp by TGA</b> During Summer Camp Weeks Only	1 week (2:30-6:30pm)	\$220	\$250
<b>Multisport Camp by TGA</b> After Summer Camp Weeks Conclude and/or During School Breaks	1 week (Half Day)	\$245	\$255
	1 week (Full Day)	\$295	\$305
	1 week (Full Day + After Care)	\$375	\$395
<b>The Way- The Art of Life</b>	8 weeks (@ 2 classes per week)	\$120	\$180
<b>Tai Chi</b>	8 weeks	\$80	\$100
<b>Montvale Senior Club Tai Chi Discount:</b>	8 weeks	\$40	\$40
<b>Tennis Lessons</b>	6 weeks	\$115	\$145
	8 weeks	\$150	\$190
<b>Tennis Badges</b>			
Adult (Ages 18-61)	March-December	\$30	\$60
Child (Ages 17 & Younger)	March-December	\$10	\$20
Family Max	March-December	\$50	\$100
Seniors (Ages 62 & Up)	March-December	Free	\$10
		\$10 Fee for Replacement Tennis Badge	
<b>Basketball Badges</b>			
Adult (Ages 18-61)	Residents: Lifetime Non-Residents: January- December	Free	\$25
Child (Ages 17 & Younger)	Residents: Lifetime Non-Residents: January- December	Free	\$15
Seniors (Ages 62 & Older)	Residents: Lifetime Non-Residents: January- December	Free	\$10
		\$5 Fee for Replacement Basketball Badge	
<b>Pickleball Badges</b>			
Adult (Ages 18-61)	Residents: Lifetime Non-Residents: January- December	Free	\$25
Child (Ages 17 & Younger)	Residents: Lifetime Non-Residents: January- December	Free	\$15
Seniors (Ages 62 & Older)	Residents: Lifetime Non-Residents: January- December	Free	\$10

**BOROUGH OF MONTVALE****JANUARY 10, 2023**

		\$5 Fee for Replacement Pickleball Badge	
<b>Ultimate Frisbee</b>	6 weeks	\$75	\$95
	8 weeks	\$100	\$120
<b>Volleyball- Adult</b>	January-May	\$240	\$260
<b>Volleyball- Girls</b>	8 weeks	\$180	\$200
<b>Women's Softball- Adult</b>	April - August	\$60	\$70
<b>Yoga</b>	8 weeks	\$80	\$100
<b>Yoga Mini Session</b>	4 weeks	\$40	\$100
<b>Youth Theater</b>	September-December	\$10	\$50

**WHEREAS**, Borough Owned Recreational Fields and Facilities shall be scheduled by the Borough of Montvale Field Coordinator; and

**WHEREAS**, Montvale Athletic League ("MAL"), Montvale Recreation and Pascack Hills High School shall have first priority field scheduling use and shall be provide a schedule to the Field Coordinator no later than February 1 and June 1 for the respective Spring and Fall seasons.

**WHEREAS**, MAL, Recreation, Pascack Hills High School and churches are exempt from payment of fees relating to field use.

<b><u>Facilities</u></b>	<b><u>Fee</u></b>	<b><u>Resident Team/Corporation</u></b>	<b><u>Non-Resident Team/Corporation</u></b>
<b>Ballfields:</b> Baseball or Softball (Memorial, Fieldstone or LaTrenta)	Per Hour Per Field (2 hour minimum)	\$25	\$50
<b>Turf Fields:</b> Soccer or Lacrosse (Fieldstone)	Per 2 Hour Time Slot Per Field	\$75 (full field) \$50 (half field)	\$150 (full field) \$100 (half field)
<b>Basketball Courts:</b> (Memorial)	Per Hour Court #2 Only	\$25	\$50
<b>Tennis Court Group Reservation</b> (Memorial or LaTrenta) *Two court maximum reservation at any one location	Per Day	\$25	\$50
<b>Corporation Event Field Reservation</b> (1 scheduled day plus 2 rain dates)	Per Day	\$200	\$400

**Field and Facility Permit Regulations**

MAL endorsed programs in sports that are not offered by MAL, and which have Montvale residents participating, shall be charged the resident fee for field use.

**Resident Corporation:** Any company that owns or leases commercial within the borough.

**Non-Resident Corporation:** Any company that does not own or lease commercial space within the borough.



**Residential Team:** Any athletic team comprised of at least 75% of its roster with Montvale residents.

**Non-Residential Team:** Any team not having at least 75% of its roster filled with Montvale residents.

**Time Slot:** An uninterrupted 1 or 2 hour time period or any part thereof, that a field/facility is being used by an approved team.

**Corporate Fees:** Corporate fees paid to the borough for field use, whether Resident Corporation or Non-Resident Corporation, will entitle the user to 1 field reservation time slot and up to 2 additional time slots that are designated as "rain dates".

**Season:** Spring season will begin March 1 and end July 31. Fall season will begin August 1 and end December 31.

Field/Facility users who provide 7 days or more notice of changes in their scheduled use can receive a time credit if the scheduled hours are decreased. Any changes in field schedules without 7-day notice will not receive a time credit for unused field time. Time credits are only valid for the existing season and the following season.

**Lightning Detection Credit Policy:** If the lightning detector activates with less than 50% of scheduled time elapsed for that date, the organization shall receive a credit for that day's scheduled timeslot. If the lightning detector activates after 50% of the scheduled time has elapsed, no time credit will be granted.

Payment is required prior to use on all fields or no field use will be granted.

Once field use requests are received in full by February 1<sup>st</sup> for Spring season and June 1<sup>st</sup> for Fall season, field use will be established with the following order of preference:

1. Montvale Athletic League, Recreation and Pascack Hills High School
2. Resident: Not-For-Profit Entity
3. Resident: For Profit Entity
4. Non-Resident: Not-For-Profit Entity
5. Non-Resident: For-Profit Entity

**WHEREAS**, it is the Borough of Montvale's intention by the adoption of this resolution that if any prior established fee is in conflict with fee schedule the fees set forth in this fee schedule shall be the fees charged and any conflicting prior fee is hereby superseded, repealed and replaced with the fees adopted pursuant to this resolution.

Introduced by: Councilmember Lane; seconded by Councilmember Cudequest - a roll call was taken - all ayes

**28-2023 Authorize Hiring / Full Time / Assistant Recreation Director/Floater/Cassidy Strauss**

**WHEREAS**, Cassidy Strauss meets the qualifications for the position of Assistant Recreation Director/Floater and agrees to the terms and conditions of employment, and has previously completed a satisfactory background investigation; and

**NOW THEREFORE, BE IT RESOLEVED**, by the Mayor and Council of the Borough of Montvale, County of Bergen, State of New Jersey, that the above-named individual is hereby appointed to the position of a full-time Construction Clerk, effective January 1, 2023.

Introduced by: Councilmember Lane; seconded by Councilmember Koelling - a roll call was taken - all ayes with the resolution being amended

Councilmember Arendacs asked for clarification about the position. This is for the assistant to the recreation director not the construction clerk. The clerk stated it was a typo, the position is for the assistant to the recreation director

**37-2023 A Resolution of the Borough of Montvale Awarding a Contract To Flanagan Productions, LLC, as an Extraordinary Unspecifiable Service for Montvale Graphic Design Borough Newsletter**

**WHEREAS**, the Borough of Montvale is desirous of continuing the services of a professional company for the graphic design of the Borough newsletter to better service the Borough's residents and visitors of the Borough; and

**WHEREAS**, such services are exempt from public bidding requirements pursuant to N.J.S.A. 40A:11-5(a)(ii) and N.J.A.C. 5:34-2.1 as "extraordinary unspecifiable services"; and

**WHEREAS**, the Borough has received a proposal for the year 2022 to provide such services from John Flanagan of Flanagan Productions, LLC, said proposal is attached to the original of this resolution; and

**WHEREAS**, the Council is therefore desirous of awarding a contract to Flanagan Productions to perform the above-referenced services for the price and on the terms set forth in the Flanagan Productions Proposal; and

**WHEREAS**, because the value of this contract exceeds the Borough's applicable pay-to-play threshold, it shall be awarded pursuant to the "alternative" provisions of N.J.S.A. 19:44A-20.4, et seq., and Flanagan Productions has provided a Business Entity Disclosure Certification and all other appropriate documentation pertaining to same.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Montvale that a contract is hereby awarded to Flanagan Productions, for the price and on the terms set forth in the Proposal submitted by Flanagan Productions; and

**BE IT FURTHER RESOLVED** that the pricing for this contract shall be as set forth in the Flanagan Productions proposal but shall not exceed \$1,425.00 without further authorization of the Borough Council, and shall be for a term of one (1) year.

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk, and all other appropriate officials, shall be and are hereby authorized to execute all contract documents necessary to effectuate the purposes of this resolution, subject to approval as to form by the Borough Attorney.

**BE IT FURTHER RESOLVED** that pursuant to N.J.S.A. 40A:11-5(1)(a)(ii), a brief notice stating the nature, duration, service and amount of this contract shall be printed once in the official newspaper of Borough of Montvale, and said notice shall also advise the public that a copy of the final contract shall be on file and available for public inspection at the office of the Municipal Clerk.

Introduced by: Councilmember Lane; seconded by Councilmember Cudequest - a roll call was taken – all ayes

Councilmember Cudequest asked for clarification with regards to the newsletter. This is just an added expense. The clerk responded by saying it is only mailed to residents that request a copy. The Mayor added by saying there is a lot of information that is in the newsletter which is on the website

**BILLS:** Administrator read the Bill Report.

Motion to pay bills by Councilmember Lane; seconded by Councilmember Arendacs - all ayes

**REPORT OF REVENUE:** Administrator read the Report of Revenue - December

**COMMITTEE REPORTS:****Council President Arendacs****DPW**

Trying to stay ahead of the curve since the weather has been cooperating by filling in pot holes, maintaining the fields, borough properties and street sweeping.

**Engineering**

The borough received in 2022 a grant from the NJDOT in the amount of \$183,000 for Terkuile Road and \$78,000 Huff Park playground from Bergen County Open Space, both projects are scheduled for 2023. Summit Ave paving from Spring Valley to the NY border is under design, this is a 2021 NJDOT grant as well.

Montvale PBA along with Woodcliff Dare officers will be hosting a community event on February 9<sup>th</sup>, snow tubing at Campgaw from 4-6pm \$31 per person proceeds will benefit Tri-Boro Ambulance

**Councilmember Koelling****Police**

Monthly report included in original minutes

**Planning Board**

Had their re-organization meeting

**Councilmember Russo-Vogelsang****Seniors**

Elected their executive board members as follows: John Rotante, President; Bill Maki, Vice President; Jane Green, 2<sup>nd</sup> Vice President; Ruth Birdsall, Corresponding Secretary; Diane Cafora, Senior Club Administrator; Don Widmayer, Treasurer and Pat Alfano, Secretary

**Councilmember Cudequest****BOH**

Namitha from Northwest Regional was present at last meeting and reported their monthly and yearly activity. She also stated that legionnaires disease is on the rise in Bergen and Passaic counties and they are not sure why. Northwest performed 22 inspections in December. HARP is planning a memory training workshop for seniors no date has been set.

**Tri-Boro Ambulance**

A total of 1,650 calls were handle by Tri-Boro for all the surrounding towns in the Pascack Valley area and 135 calls for all the assisted living facilities in the area. Councilmember Cudequest added that Councilmember Roche mentioned by text that Tri-Boro is really looking for more volunteers. With the added calls from the assisted living facilities it is draining the volunteers. Upper Saddle River did provide a paid service during the day directly to the EMT's as if they were employees of the town. All councilmembers agreed about supporting \$100,000 stipend.

**Library**

Started hosting a book group with the residents at Thrive, there are about 10 residents that are interested and they are looking into transportation so that half of the meetings will take place at Thrive and the other half at the library. Go to the website for upcoming adult and children programs.

**Councilmember Lane****Fire Dept**

Total of 293 calls in 2022; Fire department held Santa come to town in very cold weather on Christmas Eve.

**Finance**

Had first budget meeting on zoom. The Police, Seniors, OEM and Building and Grounds attended. This is an initial run through, nothing is finalized, we are listening to the department heads and asking questions. All budget meetings will be on Zoom on Mondays in January.

**MAYOR**

Mayor is meeting with the mayors of Park Ridge and Woodcliff Lake regarding the ambulance service, which is requesting \$60,000 - \$100,000 additional funding from each town. Part of the issue is the assisted living facilities in each town. One idea is having a person to bill back the insurance companies for the service. Have been speaking with the water company and right now we are desperate for a second water tank. Met with a business owner that is interested in bringing 15 new retail businesses to town. Spoke with the county about the bridge. Happy that they finished 2 weeks ahead of time. They do have to come back to do some landscaping and small minor repairs. The bridge is now open to traffic. Special event committee was meeting here tonight and the mayor stopped in to hear they are planning different activities, one new activity will be the celebration of Ramadan in March. Will be attending the Pascack Valley Chamber of Commerce breakfast on January 18<sup>th</sup> at the Iron Horse. Spoke with Environmental Commission about possibly trails and walkways at 127 Summit Ave.

**ENGINEER'S REPORT:**

Andrew Hipolit

Report/Update

- a. LaTrenta Ballfield Culvert Replacement/Emergency Repair
- b. Upper Saddle River Road Drainage Improvements/Emergency Repair

Mr. Hipolit did not attend this meeting, his report will be included at the next meeting on January 31<sup>st</sup>.

**ATTORNEY REPORT:**

David Lafferty, Esq.

Report/Update

No Report

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

- a. Police Chief Request / Police Captain Promotional Process Implementation

Commissioner Koelling stated the committee will start the interview process and bring the names of their recommendations to the full council at the next meeting.

**COMMUNICATION CORRESPONDENCE:**

None

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

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

Motion to open meeting to the public by Councilmember Lane; seconded by Councilmember Cudequest - all ayes

Carolee Adams

With the recent concerns with the chlorine smell in the water, Ms. Adams wanted to know how many calls did the borough receive. Mayor stated the names and addresses that we received were forwarded to Veolia and water samples were collected. Mentioned a few years ago about encouraging high school students to volunteer for Tri-Boro, they couldn't get enough trainers. This morning a few thefts in town have been reported stealing Catalytic converters. Don't know how to address it. With the police academy maybe the martial arts program can be expanded on.

John Rotante

Wanted to know of any news about the replacement of the senior center. Mayor Ghassali stated that it is still in the works but the location was a concern. Wanted to know the update on the bocce ball courts. Mayor Ghassali stated the engineer recommended adding more sand.

George Boothby

Is the County at all interested in doing something with the light on Woodland and Grand. Mayor Ghassali stated that the council passed a resolution in support of the light. Park Ridge police department has some concerns. The County is looking for direction from us. The borough is responsible for paying for the light.

Motion to close meeting to the public by Councilmember Lane; seconded by Councilmember Cudequest - all ayes

**MEETING CLOSED TO THE PUBLIC:****ADJOURNMENT:**

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

Meeting was adjourned at 8:37pm

Regular Workshop Meeting of the Mayor & Council to be held at 7:30pm on January 31, 2023

**Budget Meeting Dates/Times: - on Zoom Only**

January 23, 2023 @ 6:00 p.m.

January 30, 2023 @ 6:00 p.m.

**ZOOM information is as follows:**

Topic: M&C Meeting

<https://us02web.zoom.us/j/88491084325?pwd=L2U5RVpYMGIMeFdaNzdGcFFWUTd3UT09>

Passcode: 222775

By phone

1 929 436 2866

Webinar ID: 884 9108 4325

Passcode: 222775

**\*\*\*\*\*Disclaimer\*\*\*\*\* Subject to Additions And/Or Deletions**

Respectfully submitted, Fran Scordo, Deputy Municipal Clerk

**BUDGET MEETING  
MINUTES**

Budget Meeting of the Mayor and Council was held via Zoom and called to order at 6:00pm. Adequate notification was published in the official newspaper of the Borough of Montvale.

**OPEN PUBLIC MEETING STATEMENT**

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

Present: Mayor Ghassali; Administrator, Joe Voytus; Councilmembers, Arendacs, Cudequest, Koelling, Lane, Roche and Russo-Vogelsang; Treasurer, Christine Kalafut; CFO, Matt Cavallo and Deputy Clerk, Fran Scordo

o **Montvale Police Department - Chief Doug McDowell**

Chief McDowell stated that the department must buy Live Scan fingerprint machine because the software will not support the current system. Some other items requested were to update the office furniture in the front desk of the police station, purchase additional tasers and 2 Plate reader cameras that would be placed at Chestnut Ridge Road and Summit Ave. Chief also mentioned he would like to expand on the Junior Academy.

o **Office of Emergency Management – Frank DiPalma**

Frank mentioned OEM was able to apply to FEMA and received approximately \$300,000 for prior storms and COVID relief. He would like to replace/upgrade the antennas on the cell tower for the amateur radios

o **Buildings & Grounds – Chris Gruber**

Chris started off by saying that the construction department brought in approximately \$700,000 in fees. He mentioned that borough hall A/C unit needs to be replaced. It was recommended by the Police department to install video cameras in the hallway of borough hall and also the stairwells. Chris was getting quotes to replace the reading garden located outside of the library. The library uses it for their events. Some repairs are needed at the community center. Lights at the fields need to be replaced.

o **Senior Club - John Rotante**

John mentioned membership has increased to 200 active members; he is asking for an increase in funds due to the expense of trips, buses and catering events which increased in price

Councilmember Lane reiterated that all of the requests are tentative at this point and will be reviewed prior to finalizing the 2023 budget.

At this time the meeting was open to the public:

Carolee Adams spoke and mentioned she was not aware that the meeting was being held by Zoom; Ms. Adams suggested to look into solar panels for the lights at the fields.

Meeting adjourned at 7:45pm

The next Budget Meeting will be held at 6:00 p.m. – via ZOOM on Monday, January 23<sup>rd</sup> and January 30<sup>th</sup>. Link will be provided on Montvale website for these budget meetings.

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

**BUDGET MEETING  
MINUTES**

Budget Meeting of the Mayor and Council was held via Zoom and called to order at 6:00pm. Adequate notification was published in the official newspaper of the Borough of Montvale.

**OPEN PUBLIC MEETING STATEMENT**

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

Present: Mayor Ghassali; Administrator, Joe Voytus; Councilmembers, Arendacs, Cudequest, Koelling, Lane, Roche and Russo-Vogelsang; Treasurer, Christine Kalafut; CFO, Matt Cavallo; Municipal Clerk, Maureen Iarossi-Alwan and Deputy Clerk, Fran Scordo

○ **Environmental Commission - Bob Hanrahan**

Bob Hanrahan mentioned the importance of finishing the stabilization of Huff Pond. He also added possibly building a new nature trail on the property of Summit Ave. It was mentioned to look into open space grants for the trail. Bob ask for a slight increase of funds for training seminars.

○ **Fire Department - Chief Gibbons**

Chief Gibbons stated that firehouse roof is in need of repair. Andy Hipolit added by saying the entire roof should be replaced. Chief requested the replacement of Turnout Gear which has a 10 year life and radio upgrades. He also requested to purchase a UTV which has firefighting and rescue capability. Chief also asked for an increase of funds for training.

○ **Engineering – Andy Hipolit**

The borough received 2 grants for NJDOT Summit Ave – 2022 and NJDOT Terkuile Road – 2023. Andy added that Valley View pump station is in need of repairs. Suggested to upgrade the pickleball courts as a result of the popularity of the game.

○ **Tax Assessor – Ray Tighe**

Tax appeals are generally in good shape. Revaluation will eventually be required but not this year.

○ **General Administration – Joe Voytus**

Joe mentioned upgrades are needed for administration computers and a server.

Meeting adjourned at 7:30pm

The next Budget Meeting will be held at 6:00 p.m. – via ZOOM on Monday, January 30<sup>th</sup>. Link will be provided on Montvale website for this budget meeting.

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



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 46-2023**

**RE: Authorizing the Appointment of Police Chief/Douglas McDowell**

**NOW, THERERFORE BE IT RESOLVED**, by the Governing Body of the Borough of Montvale that the following employed is hereby confirmed, effective January 1, 2023.

Police Chief - Douglas McDowell

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

**Adopted: January 31, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 47-2023**

**RE: Tax Appeal Settlement/Life Time Fitness/Tenant/Terraza 18/LLC.**

**WHEREAS**, the Mayor and Council of the Borough of Montvale have been advised of the proposed settlement of a property Tax Appeal filed by Life Time Fitness, Tenant/Terraza 18 LLC, Owner (hereinafter the "Tax Appeal"), under Docket Numbers 006979-2021 and 003266-2022, and;

**WHEREAS**, the aforesaid tax appeal involves a commercial fitness center located at 10 Van Riper Road, and is otherwise referred to as Block 3302 Lot 2 on the tax assessment map of the Borough (hereinafter the "subject property"), and;

**WHEREAS**, the said Governing Body has been advised as to the merits of the subject Tax Appeal by legal counsel, the Borough Tax Assessor and the Borough Appraiser, and;

**WHEREAS**, the terms of the proposed settlement are set forth in the attached Schedule "A" included herein, and;

**WHEREAS**, it is in the best interest of the Borough to settle the subject Tax Appeal in accordance with the settlement proposal set forth hereinabove.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale, that the settlement of the aforesaid Tax Appeal be hereby approved, in accordance with the terms set forth in the attached Schedule "A", and;

**BE IT FURTHER RESOLVED**, that with respect to same, the Mayor, Borough Administrator, Tax Appeal Attorney and/or any other appropriate Borough official is hereby authorized to perform any act necessary to effectuate the purposes set forth in this Resolution. **SCHEDULE "A"**

A. The terms of the aforesaid tax appeal settlement shall consist as follows:

2021 Appeal: \$33,000,000  
2022 Appeal: \$35,750,000

B. The 2023 assessment shall be set at a total amount not to exceed \$36,000,000.

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

**Adopted: January 31, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 48-2023**

**RE: A Resolution Authorizing the Execution of the Continued Participation in the Interlocal Services Agreement with Northwest Bergen Central Dispatch for Emergency Dispatch Services**

**WHEREAS**, N.J.S.A. 52:17C-6 requires all New Jersey municipalities to provide telephonic access to an appropriate Public Safety Answering Point (PSAP) serving the municipality; and

**WHEREAS**, regionalized provision of such services is a concept specifically endorsed by N.J.S.A. 52:17C-7; and

**WHEREAS**, Northwest Bergen Central Dispatch (hereafter referred to as "NWBCD") is a joint meeting established by the Borough of Glen Rock and the Village of Ridgewood pursuant to N.J.S.A. 40:48B-1, et seq. to provide, among other things, regional PSAP and dispatch services; and

**WHEREAS**, the Borough of Montvale is a New Jersey municipality with its offices at 12 Mercedes Drive, Montvale, New Jersey; and

**WHEREAS**, due to increasing costs of operations, capital improvements and maintenance, the Borough of Montvale has determined that it is in the public interest of the communities it serves to have its duties and responsibilities performed by NWBCD; and

**WHEREAS**, each of the parties is a governmental entity authorized to provide jointly for PSAP and dispatch services pursuant to the provisions of the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.); and

**WHEREAS**, each of the parties has independently concluded that implementation of the New Jersey mandated Emergency Enhanced 9-1-1 Telephone System program on a shared basis is in the best interests of the taxpayers of the respective entities; and

**WHEREAS**, Montvale and NWBCD have negotiated the terms of an Interlocal Services Agreement entitled "INTERLOCAL SERVICES AGREEMENT FOR ENHANCED 9-1-1 SERVICE BETWEEN NORTHWEST BERGEN CENTRAL DISPATCH, A Joint Meeting AND THE BOROUGH OF MONTVALE," a copy of which is on file with the Borough Clerk and which is expressly incorporated herein by reference pursuant to N.J.S.A. 40A:65-5(b); and

**WHEREAS**, the Uniform Shared Services and Consolidation Act requires that the Shared Services Agreement be approved by resolution of the governing body of each participating municipality; and

**WHEREAS**, the Borough of Montvale is desirous of approving this Agreement and authorizing the Mayor to execute same.

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

1. The Interlocal Services Agreement continued participation referenced herein between the Borough of Montvale and NWBCD is hereby approved.

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

**Adopted: January 31, 2023**

ATTEST:

APPROVED:

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

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



# Northwest Bergen Central Dispatch

30 Garber Square, Ridgewood, New Jersey 07450  
(201) 251-6701 (201) 251-6703 (Fax)

BOROUGH OF MONTVALE

2022 DEC 13 PM 3:48

December 1, 2022

Mr. Maureen Iarossi-Alwan  
Borough of Montvale  
12 DePiero Drive  
Montvale, NJ 07645-1816

cc: C. Kaluzet  
C. Baker  
M. Cavallo

Dear Ms. Iarossi-Alwan,

We would like to thank you for your continued participation and support of Northwest Bergen Central Dispatch. Over the past year, NWBCD has upgraded our 9-1-1 system to meet Next Generation 9-1-1 (NG911) standards. This new more advanced system provides seamless, geo-diverse redundancy. In 2023, Bergen County will be the second county in New Jersey to become operational on the brand-new State NG911 system (expected late Spring) and NWBCD is fully prepared for this moment.

We have also built a disaster recovery site in Glen Rock that can be functional almost instantly in the event of a major failure at our Ridgewood site. The Glen Rock location is a secondary site for call taking and data for our client communities.

As we begin to prepare budgets for 2023. Northwest Bergen Central Dispatch was able to keep the annual increase to \$210,671. The new quarterly payment will be \$52,667.75.

NWBCD will continue to deliver high quality service to our customers. We appreciate the excellent working relationship with your community. The dedicated and professional staff at NWBCD are committed to providing the best service available anywhere and we look forward to exceeding your expectations in the coming year.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Pomroy", with a long horizontal flourish extending to the right.

Thomas E. Pomroy  
Director Northwest Bergen Central Dispatch  
30 Garber Square  
Ridgewood, NJ 07450

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 49-2023**

**RE: Appointment Jr. Member / Montvale Fire Department / Jacob Ryan Nestory**

**WHEREAS**, the Montvale Fire Department is desirous of adding a junior member; and

**WHEREAS**, Jacob Nestory of Montvale, NJ has been approved by the Board of Fire Commissioners and has undergone a satisfactory physical, pursuant to the attached application which has been made part of this resolution; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale that the appointment of Jacob Nestory, as a Jr. Member of the Montvale Fire Department, is hereby approved.

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

**Adopted: January 31, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 50-2023**

**RE: Authorize Execution Access Agreement/Advantage Environmental Consultants/12 Montvale Ave/Installation Monitoring Well**

**WHEREAS**, Advantage Environmental Consultants, LLC (AEC) on behalf of their client is investigating ground water contamination at the Montvale Citgo site located at 12 Railroad Avenue in Montvale, and

WHEREAS, a detailed Access Agreement has been provided to the Borough of Montvale which is attached to the original of this resolution and has been reviewed and approved; and

WHEREAS, Mayor Michael Ghassali is hereby authorized to execute the Access Agreement for well installation and testing.

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

**Adopted: January 31, 2023**

ATTEST:

APPROVED:

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

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



## **Access Agreement Request**

January 11, 2023

**Attn: Borough of Montvale  
12 DePiero Drive  
Montvale, New Jersey 07645**

**Re: Well Install and Testing at:  
12 County Road 503 and Railroad Avenue  
Montvale, New Jersey 07645**

**For: Montvale Citgo  
12 Railroad Avenue  
Montvale, New Jersey 07645  
NJDEP Program Interest (PI) #: 025326**

To Whom it may concern:

Advantage Environmental Consultants, LLC (AEC), on behalf of our client Atlantis Management Group (AMG), is investigating ground water contamination at the Montvale Citgo site located at 12 Railroad Avenue in Montvale, New Jersey. During the investigation, elevated levels of petroleum related compounds were detected in the ground water. Recent sampling has indicated that a plume of contaminated ground water has potentially moved off-site.

AEC intends to install one (1), two-inch-diameter well on the municipal parking lot property located at 12 County Road 503 and one (1) two-inch-diameter well in the sidewalk located adjacent to Railroad Avenue to delineate potential groundwater impacts to the north and east. The monitoring wells will be completed as flush-mounted wells.

The well installation and quarterly sampling will be conducted at no cost to you and a summary of the analytical results will be provided to you. We expect to conduct the installation and first round of sampling on a date to be determined in February 2023.

Any investigation derived waste (IDW) in the form of soil and/or groundwater that is generated during the monitoring well installation on the properties listed above will be stored at the property of the Responsible Party (RP), aka 12 Railroad Avenue. The RP will be listed as the generator on any waste manifests and/or bills of lading and all IDW will be transported off-site for proper disposal at an approved facility.

Additional well sampling may be needed depending on the results of the initial round of testing. If testing of these well reveals elevated levels of contaminants that are not related to the Montvale Citgo site, this information will be provided to the New Jersey Department of Environmental Protection's (NJDEP) Communication Center for possible future investigation. If findings required notice to the NJDEP, the Borough of Montvale will be advised first to discuss the reason and type of notice.

Once sampling has been completed and the NJDEP approves monitoring well decommissioning, the RP will decommission the monitoring wells located at the properties mentioned above.

Prior to conducting any work on the properties, AEC will provide the Borough of Montvale with at least two weeks notice.

Prior to being given access to any portion of the Property, AEC shall submit to the Borough satisfactory proof of insurance coverage for itself and/or any contractors or third party professionals utilized by AEC, which policies shall insure the holder thereof (whether AEC or contractors or third party professionals, as the case may be) and the Borough, its officials, officers, employees, agents, and consultants against claims for bodily injury, death and property damage arising from or attributable to such entry. All insurance companies must be licensed to do business in the State of New Jersey, and must carry an A.M Best rating of A-VII or better. Before commencing any work hereunder, AEC shall furnish to the Borough certificate(s) of insurance in a form and in amounts satisfactory to the Borough showing that it has complied with this requirement. The certificate(s) shall provide that the policies shall not be cancelled or restrict any coverage until thirty (30) days prior written notice has been given to the Borough. All policies, except Workers' Compensation, shall contain a waiver of subrogation clause in favor of the Borough.

AEC shall indemnify, defend and hold the Borough harmless from and against any and all claims, liabilities, losses, penalties, damages, and costs, foreseen or unforeseen, including without limitation, counsel, engineering and other professional or expert fees which the Borough may incur, to the extent resulting from any negligent or willful act or omission by AEC, its employees, agents and contractors, in connection with AEC's activities to be performed pursuant to this Agreement.

NOTWITHSTANDING THAT MINIMUM AMOUNTS OF INSURANCE COVERAGE CARRIED OR REQUIRED TO BE CARRIED BY AEC OR ITS AGENTS, CONTRACTORS OR SUBCONSULTANTS ARE SPECIFIED HEREIN, AEC'S LIABILITY (INCLUDING THAT OF ITS AGENTS, CONTRACTORS AND SUBCONSULTANTS) SHALL NOT BE LIMITED TO THE AMOUNTS SO SPECIFIED AND SHALL EXTEND TO ANY AND ALL LIABILITY IN EXCESS OF THE INSURANCE COVERAGES SO PROVIDED, NOR SHALL THESE MINIMUM LIMITS PRECLUDE THE BOROUGH FROM TAKING ANY ACTION AVAILABLE TO IT IN LAW OR IN EQUITY.

Please note that pursuant to New Jersey's Open Public Records Act, all well sampling results provided to NJDEP during this investigation become part of the public record for the Montvale Citgo site. NJDEP is obligated to make this information available to any interested party that requests access to it through its Office of Record Access.



It is important that we obtain access to your properties for the required environmental investigation in order to protect public health and the environment. For more information about providing access to your properties, please visit NJDEP's website: <http://www.state.nj.us/dep/srp/community/access.html>.

Thank you for your assistance in this matter. If you have any questions about well testing or remedial activities underway at the Montvale Citgo site, please contact John Pavlik at (610) 567-3200.

ACCEPTED BY:

AEC, LLC

By: \_\_\_\_\_

Title: \_\_\_\_\_  
Branch Manager

Date: \_\_\_\_\_  
January 11, 2023

Michael Ghassali

By: \_\_\_\_\_  
(Officer authorized to execute contracts)

Title: \_\_\_\_\_  
Mayor

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 51-2023**

**RE: Award Professional Service Contract Administrative Agent for the Borough consistent with N.J.A.C. 5:80-26.14 and to coordinate the affirmative marketing, review and approval of the sale and rental of affordable units in the Borough of Montvale/Piazza & Associates, Inc.**

**WHEREAS**, the Borough of Montvale requires the services of an experienced, qualified agency to serve as Administrative Agent for the Borough consistent with N.J.A.C. 5:80-26.14 and to coordinate the affirmative marketing, review and approval of the sale and rental of affordable units in the Borough of Montvale, and the income qualification of the applicants who seek to reside in such units; and

**WHEREAS**, such services have previously been provided to the Borough by the Bergen County Housing Authority, which has advised the Borough that it will no longer be providing such services in connection with affordable rental units in the Borough and future sale units; and

**WHEREAS**, the Borough is in receipt of a proposal from Piazza & Associates, Inc., 216 Rockingham Row, Princeton Forrestal Village, Princeton, New Jersey 08540 to perform such services as is more particularly detailed in a document entitled, "Proposal Submitted To The Borough of Montvale, Bergen County, New Jersey, which is hereto attached to the original of this resolution; and

**WHEREAS**, said services constitute a professional service under the Local Public Contracts Law; and

**WHEREAS**, the Chief Financial Officer of the Borough has certified that funding is available for such services.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Montvale that it does hereby approve the aforesaid proposal with Piazza & Associates, Inc. for a one (1) year period in accordance with the draft Contract, provided that Piazza & Associates, Inc. submits documentation consistent with N.J.S.A. 19:44A-8 and 16 that it has not made a reportable contribution to any candidate for local office in Montvale or any political committee in the Borough; and

**BE IT FURTHER RESOLVED** that Mayor and Administrator be and are hereby authorized to execute the Contract on behalf of the Borough.

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

**Adopted: January 31, 2023**

**ATTEST:**

**APPROVED:**

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

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

Piazza & Associates  
Affordable Housing Services

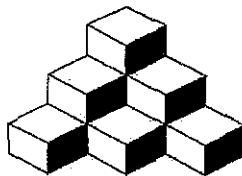
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Proposal

submitted to

The Borough of Montvale  
Bergen County, New Jersey

2023



## BACKGROUND

The Borough of Montvale (the "Borough") is responsible for the compliance monitoring of residential units in that municipality, which were or are being developed to help the Borough satisfy its affordable housing obligation as defined by the New Jersey Fair Housing Act (NJFHA) and regulated by the Uniform Housing Affordability Controls N.J.A.C. 5:80-26.1 et seq. (UHAC), as well as applicable local ordinances (hereafter, collectively referred to as the "Regulations"). Among other things, the Regulations govern the affirmative marketing, accessibility, unit mix, rental rates, sales prices, income qualifications of the renters and buyers of the affordable units.

The Borough is seeking an experienced, qualified agency or entity to coordinate the affirmative marketing, review and approve the sale and rental of the affordable homes and the income qualifications of the applicants. By way of this document, Piazza & Associates, Inc. ("P&A"), an experienced firm that provides such affordable housing services, proposes to function as the Administrative Agent for the Borough (N.J.A.C. 5:80-26.14) with respect to those units not otherwise administered by the Housing Authority of Bergen County, to:

1. Implement the Affirmative Marketing Plan for the Borough in accordance with N.J.A.C. 5:80-26.15.
2. Prepare an Operating Manual for the Administration of Affordable Housing and Controls for submission to the Borough, in accordance with N.J.A.C. 5:80-26.1 et seq.
3. Establish a database of applicants for affordable housing.
4. Implement a randomization process of the prequalified applicants.
5. Certify all applicants of affordable housing according to the Regulations.
6. Establish and maintain affordability controls and enforcement powers, in compliance with the regulations set forth in N.J.A.C. 5:80-26.1 et seq.
7. Provide annual and monthly reports as may be required to a designated authority.

## **SCOPE OF SERVICES**

Specifically, Piazza & Associates will provide the following services under this proposal.

### **A) Consulting Services**

1. P&A will share its extensive expertise in the monitoring and compliance of affordable housing with the Borough so as to assist it in the planning and development of affordable units in the municipality.
2. P&A will consult with the Borough to assist in the development of policies and best practices in the administration of affordable units and the development of an operating manual that sets forth the procedures to implement those policies and practices.

### **B) Preliminary Application Services**

1. P&A will assist the Borough with the development of an Affirmative Marketing Plan and implement that plan relative to specific projects that contain affordable housing units.
2. P&A will develop a complete set of application documents specifically designed to meet the requirements of the Regulations, including a Preliminary Application for Affordable Housing, a Final Application for Affordable Housing, Income Verification Forms and other such forms as may be required by the Regulations.
3. P&A will make applications available through the New Jersey Housing Resource Center ([www.NJHousing.gov](http://www.NJHousing.gov)), for direct downloading on its own website ([www.HousingQuest.com](http://www.HousingQuest.com)), at the municipal building and other such places as may be required. The application and other information can also be made available to be linked from the Borough web site if desired by the Borough.
4. P&A will mail Preliminary Applications upon request, and answer questions, via telephone and e-mail, as needed. A special e-mail address will be established that will be dedicated to the affordable housing services of the Borough.
5. P&A will collect all of the Preliminary Applications, and process such applications as necessary, keeping a complete record of the information, and responding to all applicants appropriate to their submission. Applications will be subject to random selection as may be required by the Regulations, but P&A will maintain the priority order of applicants (waiting list) once the applicants have been subject to a random selection process.

6. P&A will provide to the Borough, the Owners and Managers a list of available pre-qualified applicants by unit type as needed.
7. Upon notification that units are or will be available, P&A will send notices and final applications to a representative number of prequalified applicants, who will be asked to contact the Owner or its agent, and, at the same time, to submit the final application to Piazza & Associates.
8. P&A will complete a review of the final application and notify both the applicant and the Owner or its agent as to the status of that application, i.e., Approved, Not Approved or Incomplete.

#### **C) Sales Units**

1. P&A will determine the maximum re-sales prices for the Owner - Seller and certify to the Borough that said price is in compliance to the Regulations.
2. P&A will coordinate a process to notify potential purchasers of an available unit and determine the priority order of interested parties.
3. P&A will determine the eligibility of prospective buyers and certify the applicant with respect to their adherence to all income limitations as set forth in the Regulations, and notify the Owner accordingly with a written certification.
4. P&A will work with Township's legal counsel to provide the form of documentation and coordinate the execution and recording of the documentation (Certification, Deed, Mortgage and Note and other such documents that may be required by the Regulations) for the closing and transfer of title, necessary to maintain the affordable housing restrictions, as required by the Regulations.
5. P&A will maintain accurate records of the status of all certification and recertification work on an ongoing basis.
6. P&A will provide compliance reports to the Borough and regulatory agencies as necessary.

#### **D) Rental Units**

1. On an annual basis, P&A will inform the Landlord of the rental rates for the Affordable Units that are in compliance with the Regulations and viable relative to local market conditions.
2. P&A will certify to the Borough that the rental rates for the Affordable Units are in compliance to the Regulations.
3. P&A will provide a written certification form to the Manager for all approved applications, and ask the Manager to return the certification forms, signed by the applicant, together with a copy of the lease agreement.
4. P&A will communicate the status of the compliance plan to the Manager and the Borough on an ongoing basis, and be available to meet with representatives of both as reasonable and appropriate.
5. P&A will maintain accurate records of the status of all certification work on an on-going basis.
6. P&A will provide compliance reports to the Borough and regulatory agencies as necessary.

#### **E) HOA Fee and Rental Sunsidy Programs**

1. P&A will provide all communication and support services necessary to initiate and maintain the affordability assistance programs, pursuant to the Operating Manuals for each of these program.
2. P&A will certify the income of all applicants for these programs and communicate the results of the affordability assistance programs.
3. P&A will report the status of the affordability assistance programs to the Borough as necessary.

#### **F) Proposal Requirements and UHAC Regulations**

Notwithstanding anything herein to the contrary, P&A will provide all services required of an Administrative Agent pursuant to the Uniform Housing Affordability Controls (N.J.A.C 5:80-26.14(a)).

## TERMS AND CONDITIONS

**A. Contract Administration:** All work performed by P&A under this proposal shall be accomplished in close consultation with and under the direction of the Borough or its designee. Although we envision that the bulk of the work described in the Scope of Services, herein, will be done from its main office, P&A will be available to meet with applicants in the Borough by appointment. Depending on the demand, P&A will schedule regular local hours.

**B. Professionalism:** At all times, P&A will endeavor to maintain a sense of professionalism with respect to the services performed on behalf of the Borough.

**C. Implementation of Services:** P&A will begin the implementation of its services immediately upon the approval of the Borough and receipt of a signed engagement letter or contract with the Borough.

**D. Confidentiality:** All data provided by the Borough, the Owner and its applicants will be considered strictly confidential and shall be used solely for the purposes delineated in this proposal. Likewise, the materials developed by P&A on behalf of the Owner and/or the Borough shall be considered proprietary and may only be used by the Owner and/or Borough for its own affordable housing endeavors in the future.

**E. Insurance:** P&A, Inc. will provide for itself and at its own expense Professional Liability Errors and Omission Insurance coverage with a limit of liability of one million dollars (\$1,000,000).

**F. Files and Documentation:** P&A will look to the Borough or Owner (as applicable) to provide files, documents and notices necessary for it to implement its compliance services.

**G. Certain Services Not Provided Herein:** Under this proposal, P&A shall not be responsible for:

1. The obligation of the Borough to meet its affordable housing obligation aside from the certifications as provided in the Scope of Services herein for the units administered by P&A;
2. Any additional requirements set forth by COAH, its successor, the Courts or any other regulatory agency or entity that represent a material change in the services necessary to comply with the Regulations; and
3. All legal and real estate related services associated with the rental or sale and transfer of an affordable property, including, but not limited to compliance to Federal and State Fair Housing laws.



**H. No Financial Interest:** P&A certifies and warrants that it has no financial interest in the units in the Borough that are restricted under the Regulations.

## TERM

The term of this Agreement shall be one (1) year, commencing January 1, 2023. The Agreement is renewable for successive terms and can be terminated at the discretion of the Borough with 60 days written notice without cause.

## COMPENSATION

In return for its compliance efforts (as detailed in the Scope of Services above), P&A will be compensated as follows:


- CONSULTING, LIST MAINTENANCE, AND RESPONDING TO INQUIRIES, INCLUDING COORDINATION OF THE AFFORDABILITY ASSISTANCE PROGRAMS: \$400 per month to be paid by the Borough;
- EXISTING UNITS / RE-SALES: \$800 per resale certification fee to be paid by the seller upon transfer of title;
- EXISTING UNITS / RE-RENTALS: up to \$450 per re-occupancy certification fee to be paid by the landlord upon occupancy;
- FUTURE NEW SALE UNITS: \$400 per unit setup and marketing fee\*, plus \$800 per unit certification fee that are paid by the developer at a predetermined timetable;
- FUTURE NEW RENTAL UNITS: \$400 per unit setup & marketing fee\*, plus \$450 per unit certification fee that are paid by the developer at a predetermined timetable;
- CERTIFICATION OF PARTICIPANTS FOR AFFORDABILITY ASSISTANCE PROGRAMS: \$250 per application.
- REFINANCING: \$250 to be paid by the unit owner; and
- LIEN SATISFACTIONS: No charge.
- OTHER PROGRAMS: The cost to provide compliance services for programs, such as Accessory Apartments, Market to Affordable, etc., are contingent upon the number of units and the scope of services required for each.
- ADDITIONAL SERVICES: In the event that the Borough and/or Owner requests services in addition to the Scope of Services above, a mutually agreed upon rate for such services shall be determined prior to implementation.
- In addition to its fee, P&A shall be reimbursed by the Landlord, Owner or Borough as appropriate, for postage to residents and applicants. However, all management and

compliance reports outlined above, all forms, web and e-mail services, telephone calls, travel expenses and meeting time, to a reasonable extent, shall be included in the basic fee above.

\* There is a \$3,500 minimum per project / developer fee that applies if the new unit or units require the implementation of an exclusive advertising and affirmative marketing process pursuant to the Regulations. There is no minimum fee for new units created as part of a series of units that are already marketed.

**SUBMITTED**

BY: Piazza & Associates, Inc., a New Jersey Corporation.

BY:   
Frank Piazza, Jr.  
Its President

Date: January 23, 2023

**ACCEPTANCE**

Accepted on behalf of the Borough of Montvale

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 52-2023**

**RE: Amending Resolution No. 33-2022 To Increase the Contract Amount for the Professional Services Contract with Surenian, Edwards & Nolan, LLC to Serve as Special Counsel in Connection with the Borough's Affordable Housing Obligations**

**WHEREAS**, the Governing Body previously awarded a contract to Surenian, Edwards & Nolan, LLC, to serve as Special Counsel to represent the Borough in connection with the Borough's affordable housing obligations; and

**WHEREAS**, said resolution authorized a Not-To-Exceed figure of \$15,000 without further authorization of the Governing Body; and

**WHEREAS**, it is necessary to increase the total contract amount by the sum of \$2,359.48 to cover the cost of necessary services rendered for the year 2022; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the maximum contract amount for Surenian, Edwards & Nolan LLC to serve as Special Counsel is hereby increased to \$17,359.48, which amount shall be sufficient for all invoices for the year 2022.

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

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

**Adopted: January 31, 2023**

**ATTEST:**

**APPROVED:**

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 53-2023**

**RE: RESOLUTION APPROVING STUDY FOR EMERGENCY MEDICAL SERVICES/TRI BOROUGH VOLUNTEER AMBULANCE**

**WHEREAS**, across the country municipalities have had difficulty in maintaining the necessary volunteers to provide full-time emergency ambulance services; and

**WHEREAS**, the Boroughs of Montvale, Park Ridge and Woodcliff Lake are entering into a Shared Services Agreement for retaining a consultant for emergency medical services; and

**WHEREAS**, EMS Consulting Services has submitted a proposal to perform a study and assessment of the emergency medical services provided with Tri-Boro Volunteer Ambulance regarding funding, recruitment, compensation and retention of volunteers; and

**WHEREAS**, the proposal, a copy of which is attached hereto and incorporated herein by reference, reflects a cost of \$15,000.00 with the Borough of Montvale, Borough of Park Ridge and the Borough of Woodcliff Lake each contributing \$5,000.00 toward the cost of same; and

**WHEREAS**, the Borough Administrator has reviewed the proposal submitted by EMS Consulting Services, a copy of which is attached hereto and incorporated herein by reference, and recommends the approval of same.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Montvale that the proposal submitted by EMS Consulting Services in the amount of \$15,000.00 to perform a study and assessment of the emergency medical services provided with Tri-Boro Volunteer Ambulance for the Borough of Montvale, Borough of Park Ridge and Borough of Woodcliff Lake and Borough of Montvale, be and is hereby approved; and

**BE IT FURTHER RESOLVED**, that the Borough of Woodcliff Lake shall be the lead agency with respect to the agreement; and

**BE IT FURTHER RESOLVED**, that the Borough of Montvale, Borough of Park Ridge and Borough of Woodcliff Lake shall each contribute \$5,000.00 towards the cost of the study; and

**BE IT FURTHER RESOLVED**, that the Borough Clerk is hereby authorized and directed to forward a copy of this resolution to EMS Consulting and the Borough of Woodcliff Lake and the Borough of Park Ridge upon its passage.

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

**Adopted: January 31, 2023**

ATTEST:

APPROVED:

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

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



January 18, 2023

The Borough of Woodcliff Lake  
Tomas Padilla, Borough Administrator  
188 Pascack Rd  
Woodcliff Lake, NJ 07677

Re: Assessment of Emergency Medical Services

Dear Mr. Padilla,

I would like to start by thanking you for contacting EMS Consulting Services to review the need to review the financial sustainability of local emergency medical services. In our conversation with you at the NJ League of Municipalities, you are looking at an opportunity to have the emergency medical services delivery model reviewed for optimization of services and prove financial sustainability of the organizations.

Let me introduce EMS Consulting Services to you a little more than we did in November. We have been providing professional consulting services to EMS, hospital, fire, and police organizations with comprehensive solutions to their challenges since 2006. We are a nationwide consulting firm focused corporate strategy, organizational analysis, clinical operations and information technology to the public safety and emergency medical services. We offer a competitive advantage as our consultants are local and we know and have worked in the local EMS and transportation systems.

As with many of our customers, EMS Consulting Services delivers solutions through hands-on, personalized service from simple to very complex issues. We believe in partnering with our customers, listening to your needs and gain an understanding of the issues. We are with you every step of the way to provide assessment, design, and implementation of high quality, cost-effective solutions.

EMS Consulting Services possess strong capabilities and broad experience assisting customers in assessing their current environment, formulating new and creative tactical and strategic alternatives, and implementing positive change. Our staff is comprised of seasoned

professionals with extensive emergency and technology management experience to benefit the municipality.

Jen Somers has briefed me on your phone conversation with her and we reviewed her notes with staff and reviewed the objectives to gain an understanding for this project and have created the follow scope of work for your review.

With the approval and direction through the Borough of Woodcliff Lake, Montvale and Park Ridge, EMS Consulting Services through facilitated discussions of focused groups, interviews, documentation supplied by the agency and relevant stakeholders will assess the emergency medical services of the three communities. When appropriate, national, state, and regional benchmarks, as well as best practices, will be compared to the agency's core attributes.

For this assessment, the review of the clinical care and practice will be excluded unless an attribute has direct impact with the system review. At that time, that clinical element will be assessed and included in the assessment.

The scope of work, at a minimum, shall address each of the following elements:

1. System Operational Demographics
  - a. Review of the current operations and projected/forecasted department plans.
    - i. Based on available resources
      1. Population estimates, population characteristics, and analyze current situation and how changes can potentially impact the EMS system.
    - ii. Review local EMS resources with agencies interacting with the Borough of Woodcliff Lake, Montvale, and Park Ridge.
  - b. Review strategic partners with the Borough of Woodcliff Lake, Montvale, and Park Ridge.
  - c. Structure
    - i. Include analysis of existing programs and the system-wide plans.
      1. Possibly detailing best practices identified, in addition to opportunities for improvement and additional program(s) development at the system and agency levels.
  - d. Overview of current EMS environment
    - i. Opportunities for Improvements
      1. Within The Borough of Woodcliff Lake, Montvale, and Park Ridge.
      2. With local Fire/EMS partners
2. System Financials
  - a. System Revenue
    - i. Overall analysis of financial impacts and influencing factors that affect The Borough of Woodcliff Lake, Montvale, and Park Ridge.

- b. Payor Mix
    - i. Depending upon the availability of data and documentation from existing providers, a breakdown of the percentages of private insurance vs. Medicare/Medicaid vs. self-pay individuals that make up the EMS patient population.
  - c. Provider Financials
    - i. Detailed analysis of current provider financials to the extent furnished by current transport providers, including any short/long-term forecast.
  - d. Compliance, Fines and Penalties
    - i. Analysis of regulatory compliance for fines and penalties that are levied against transport provider agencies violations.
    - ii. Compare and contrast policies and practice related to mitigation of fines and penalties for the Borough of Woodcliff Lake.
- 3. EMS System Deployment
  - a. Review of current structure
    - i. Highlight areas of excellence and opportunities for improvement related to the deployment of transport and EMS within the Borough of Woodcliff Lake, Montvale, and Park Ridge.
  - b. System Status Plan
    - i. Overview and analysis of existing business.
      - a. How does this impact overall EMS system performance?
    - ii. Staffing
      - 1. Provide analysis and options for staffing requirements.
      - 2. Analyze system staffing and initial/ongoing training requirements, including impacts on provider agencies.
  - c. Influencing Factors
    - i. Availability of resources
    - ii. Emergency department diversion and delays
- 4. Technology in EMS
  - a. Current and future trends, local and Federally.
    - i. Impact of technology overall on patients, overall system, and system stakeholders.

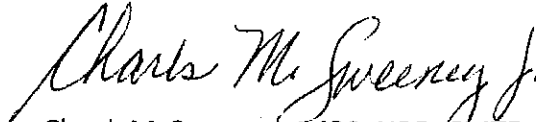
Reviewing the scope of work outlined above, EMS Consulting Services will provide a detailed finding report and outline recommendations. We will provide an initial draft of the report for review and allow comments then provide a completed report for consumption by the Borough of Woodcliff Lake, Montvale, and Park Ridge and local Stakeholders.

Reviewing the detailed scope of work as outlined above, EMS Consulting Services will complete our proposal for a cost of \$15,000 and would take about 45 to 60 days to complete.

Assessment of EMS Services for the Borough of Woodcliff Lake  
January 18, 2023

Please review the scope of work and let me know if this meets your needs or you would like to further discuss. You can reach me at [Chuck@EMSCS.com](mailto:Chuck@EMSCS.com) or via cell 609-481-8742. We appreciate the opportunity to be considered for this project as well to possibly looking forward to working with your organization to improve financial responsibility, improved operations, and patient care outcomes.

Respectfully Submitted,

A handwritten signature in black ink that reads "Charles M. Sweeney J." The signature is written in a cursive style with a large, stylized 'C' and 'S'.

Chuck McSweeney, MPS, NRP, CMTE  
President



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 54-2023**

**RE: A RESOLUTION AUTHORIZING THE ADOPTION OF THE MEL'S CYBER JIF CYBERSECURITY RISK MANAGEMENT FRAMEWORK RELATING TO THE BOROUGH'S CYBER RISK MANAGEMENT PROGRAM**

**WHEREAS**, the Borough obtains its Property & Casualty coverages through its membership in the Bergen County Municipal Joint Insurance Fund (hereinafter, the JIF), and,

**WHEREAS**, the Cybersecurity Risk Management Framework provides a financial incentive (deductible reimbursement), if the Borough establishes and maintains effective policies and practices in accordance with the Cybersecurity Risk Management Framework program promulgated by the JIF and the Municipal Excess Liability Fund (MEL) to safeguard the Information Technology of the Borough and the privacy of its employees, customers and third-party vendors; and

**WHEREAS**, more specifically, said JIF/MEL achieves Cybersecurity Risk Management Framework compliance through the adoption and implementation of a Two-Level Compliance Program; and

**WHEREAS**, the Borough places great value and consideration for the Cyber Security programs promulgated by the JIF/MEL.

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor & Council of the Borough of Montvale, County of Bergen, State of New Jersey, the Borough hereby adopts the following Policies and Protocols which is attached hereto:

**MEL's Cybersecurity Risk Management Framework  
Respective to  
Level 2 & Level 3**

**BE IT FURTHER RESOLVED**, the Borough will continue to consider future security enhancements and subsequent modifications to the Cybersecurity Risk Management Framework, as promulgated by the MEL and/or through the recommendation of the Information Technology Professional; and

**BE IT FURTHER RESOLVED**, a certified copy of this Resolution shall be maintained on file in the Borough'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 Borough.

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

**Adopted: January 31, 2023**

ATTEST:

APPROVED:

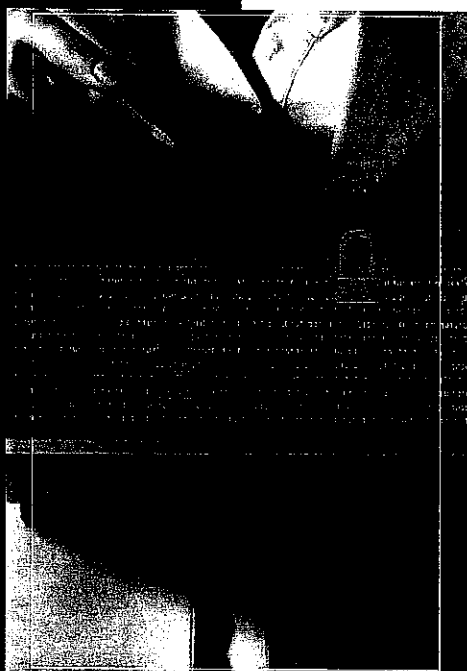
\_\_\_\_\_  
Maureen Iarossi-Alwan  
Municipal Clerk

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

JJE	Member	Approval Status - Tier 1	Approval Status - Tier 2	Approval Status - Tier 3
Bergen County	Allendale	Approved	Approved	Approved
Bergen County	Alpine	Incomplete	Incomplete	Incomplete
Bergen County	Bergenfield	Incomplete	Incomplete	Incomplete
Bergen County	Closter			
Bergen County	Cresskill	Incomplete	Incomplete	Incomplete
Bergen County	Demarest			
Bergen County	Dumont			
Bergen County	Emerson	Approved	Approved	Incomplete
Bergen County	Fair Lawn	Approved	Approved	Incomplete
Bergen County	Franklin Lakes	Approved	Incomplete	Incomplete
Bergen County	Glen Rock	Pending	Incomplete	Incomplete
Bergen County	Harrington Park	Incomplete	Incomplete	Incomplete
Bergen County	Haworth	Incomplete	Incomplete	Incomplete
Bergen County	Hillsdale	Incomplete	Incomplete	Incomplete
Bergen County	Ho-Ho-Kus	Approved	Approved	Incomplete
Bergen County	Leonia	Approved	Approved	Approved
Bergen County	Mahwah	Incomplete	Incomplete	Incomplete
Bergen County	Midland Park	Approved	Incomplete	Incomplete
Bergen County	Montvale	Approved	Approved	Incomplete
Bergen County	New Milford	Approved	Approved	Incomplete
Bergen County	Northvale	Approved	Approved	Approved
Bergen County	Norwood	Pending	Incomplete	Incomplete
Bergen County	Oakland	Approved	Approved	Incomplete
Bergen County	Old Tappan	Incomplete	Incomplete	Incomplete
Bergen County	Oradell	Approved	Approved	
Bergen County	Park Ridge			
Bergen County	Ramsey	Approved	Approved	Incomplete
Bergen County	Ridgewood	Incomplete	Incomplete	Incomplete
Bergen County	River Edge	Approved	Approved	Approved
Bergen County	River Vale	Approved	Approved	Incomplete
Bergen County	Saddle River	Approved	Incomplete	Incomplete
Bergen County	Tenafly	Incomplete	Incomplete	Incomplete
Bergen County	Upper Saddle River	Approved	Approved	Incomplete
Bergen County	Waldwick	Approved	Approved	Incomplete
Bergen County	Washington Township B	Incomplete	Incomplete	Incomplete
Bergen County	Westwood	Incomplete	Incomplete	Incomplete
Bergen County	Woodcliff Lake	Incomplete	Incomplete	Incomplete
Bergen County	Wyckoff	Approved	Approved	Approved

## ■ Insurance Offering Overview

\$6,000,000	Excess Insurers	\$6,000,000 County JIF Aggregate		
\$3,000,000		\$3,000,000 Each Claim Limit		
\$350,000	NJ Cyber JIF Retention	20% Copay	0% Copay	\$0 Deductible & 0% Copay
\$100,000				
\$50,000	\$50,000 Deductible	\$50,000 Deductible	\$25,000 Deductible	
\$25,000				
\$0				
Compliance Level		Basic	Upgraded	Enhanced



## ■ Compliance & Deductibles

### Level 1 “Basic” – *Not meeting minimum security controls*

- \$50k Deductible plus 20% Copay of next \$300k (up to \$110k out of pocket)

### Level 2 “Upgraded” – *Minimum security controls*

- \$25,000 Deductible (up to \$85k in savings)

### Level 3 “Enhanced” – *Advanced security controls*

- \$0 Deductible (up to \$110k in savings)

**\*\*Members in compliance with Tier 1 of the current MEL Cyber Program (v2) prior to 1/1/23 will be grandfathered in Level 2 until 1/1/24\*\***

## ■ Security Services - \* INCLUDED \* with your insurance!

- **Employee Training** – Annual training of at least one hour provided by best-in-class education provider, like KnowBe4 or Wizer, with continuous phishing testing.
- **Vulnerability Management** – Internal and External vulnerability testing and management services performed on a monthly basis.
- **Security Consulting** – Survey on network architecture and application usage to deliver broad security advice, performed by The Chertoff Group.
- **Template Policies** – Template Technology Practices Policy and Incident Response Plan, created in conjunction with The Chertoff Group.
- **eRisk Hub** – Free access to our insurer's cyber portal for access to cybersecurity news, reports, training videos, informational items, template policies, and more.

## ■ Cybersecurity Risk Management Framework

- **Asset Management** – *Inventory of your physical technology ecosystem*
- **Data Management** – *Inventory of your digital technology ecosystem*
- **Account Management** – *User account inventory and access security, including MFA*
- **Vulnerability Management** – *Vulnerability scans and patching cadence*
- **Logging** – *Logging practices*
- **Defensive Tools & Strategies** – *Antivirus, firewalls, rules and settings*
- **Cyber Hygiene** – *Employee training and testing*
- **3<sup>rd</sup> Party Risk Management** – *Cybersecurity assessments of the organizations you do business with*
- **Policies & Procedures** – *Documentation of all security practices, Incident Response Plan and Business Continuity*
- **Penetration Testing** – *Network penetration testing*

Designed by  
 **TheChertoffGroup**  
Enabling A More Secure World



## Minimum Security

Security Controls	CIS v8 Mapping	Description	Completed
Asset Management	Inventory and Control of Enterprise Assets (CIS 1)	1. Inventory your technology ecosystem: Workstations, end-user devices, network devices, servers, etc.	
	Inventory and Control of Software Assets (CIS 2)	1. Inventory your technology ecosystem: Software: Operating systems and applications	
	Network Infrastructure Management (CIS 12)	1. Maintain network diagram. 2. Segment employee Wi-Fi from customer/public Wi-Fi.	
Data Management	Data Protection (CIS 3)	1. Create data management process that addresses data sensitivity, owner, retention and disposal. 2. Files with personally identifiable information (PII), protected health information (PHI) and other sensitive/confidential information are password protected or encrypted while being stored and shared. 3. Adhere to any additional cybersecurity practices required by applicable laws or regulations. 4. Inventory your data: Focus on Personally Identifiable Information (PII), Private Health Information (PHI) and other confidential information (police records, video, etc.).	
	Data Recovery (CIS 11)	1. Weekly, off-network, off-premises full backup of all data.	
Account Management	Account Management (CIS 5)	1. Maintain inventory of accounts: a. Users, b. Administrator / Elevated privileges, c. Service accounts, d. Shared accounts. 2. Separate administrative/elevated privilege accounts from user accounts, and restrict privileges (such as web browsing and email).	
	Access Control Management (CIS 6)	1. Must adopt a Technology Password Policy that at least meets the standards set in the attached Password Policy, at a minimum, or meet the NIST Password Standards 800-63B (03/02/2020 Updates), and as further updated.	
		2. Utilize a Virtual Private Network (VPN) and Multi Factor Authentication (MFA) for all remote connections to your network.	
		3. Require MFA when accessing cloud-based applications (where capable).	
		4. Disable or delete accounts that are dormant or inactive for 45 days.	
		5. Users with administrator rights are limited to those who need them.	
		6. Non-administrator users are granted limited rights based on job function and responsibility.	
		7. Access rights are updated upon any personnel status change action.	
		8. Access rights for each individual are reviewed at least every six (6) months.	
Vulnerability Management	Continuous Vulnerability Management (CIS 7)	1. Adopt a practice of installing all security and critical updates and patches as soon as practicable based on risk and operational impact, but no longer than a month for high and critical vulnerabilities as defined by CVSS.	
		2. Keep all operating software, application software and infrastructure equipment current with latest versions.	
		3. Annually review all non-standard applications for replacement/upgrade.	
		4. Scan your ecosystem with a vulnerability management tool on a monthly or more frequent basis.	





## Minimum Security

Security Controls	CIS v8 Mapping	Description	Completed
Defensive Tools & Strategies	Email and Web Browser Protections (CIS 9)	1. Ensure only fully supported browsers and email clients are in use. 2. Add a clear and obvious automatic warning banner to all emails coming from outside of your organization.	
	Malware Defenses (CIS 10)	1. Microsoft Office applications open all downloaded files in "Protected Mode".	
		2. Antivirus enabled for all desktops and laptops / servers.	
		3. Firewalls enabled for all desktops and laptops / servers.	
		4. Antispam and antivirus filters enabled for the mail server.	
		5. Firewall rules and policies need to be reviewed or reassessed at least twice per year.	
		6. Disable autorun for all removable media.	
		7. Virus scan any removable media before permitting connection.	
		8. Disable unused ports.	
	Network Monitoring Defense (CIS 13)	1. Utilize endpoint detection and response (EDR) tool across entire network.	
	Secure Configuration of Enterprise Assets and Software (CIS 4)	1. Ensure there are no default accounts or passwords on any organization devices.	
Cyber Hygiene	Security Awareness and Skills Training (CIS 14)	1. All computer, network or email users receive annual training of at least one hour, including these topics, with such training including phishing exercises: a. Malware Identification b. Password construction c. Identifying and responding to security incidents d. Social engineering attacks	
		2. Leadership briefed annually on state of security for the organization, including high impact incidents (breach/loss of PII, funds fraud, intrusion, etc.).	
		3. Register with Multi-State Information Sharing & Analysis Center (MS-ISAC) and New Jersey Cybersecurity Communication and Integration Cell (NJCCIC). If a Utility Authority, register with your respective ISAC, such as Water ISAC.	
3rd Party Risk Management	Service Provider Management (CIS 15)	1. Maintain an inventory of third party providers. 2. High Risk Vendors only (IT, Health, PII/PHI): a. Ensure contracts include security requirements, indemnification and proper insurance. b. Utilize a 3rd Party Risk Assessment Tool for new/renewing contracts.	
Policies & Procedures	Incident Response Management (CIS 17)	1. Management adopts a cybersecurity incident response plan to direct staff and guide technology management decision making when a cybersecurity incident takes place, which must include at a minimum the items in the Cybersecurity Incident Response Plan.	
		2. Management adopts a Technology Practices Policy, which must include at a minimum each of the subject items outlined in the Cyber Risk Management Program.	
		3. Establish procedures requiring multiple approvals for requests to change banking information.	
		4. Establish procedures requiring multiple approvals and source verification for financial transaction requests over a certain threshold.	







## NJ Cyber JIF Certification Checklist

### Minimum Security

This document must be signed by the mayor, municipal administrator, or municipal clerk (or director of entity if not a municipality) AND your technology expert.

#### MEMBER ENTITY

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### TECHNOLOGY EXPERT

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





## Advanced Security

Security Controls	CIS v8 Mapping	Description	Completed
Asset Management	Inventory and Control of Enterprise Assets (CIS 1)	1. Servers are physically protected from unauthorized access and environmental hazards.	
		2. Maintain ability to generate asset inventory on demand.	
		3. Use active discovery tool, including MDM that can install and updated programs on demand.	
		4. Address unauthorized devices.	
	Inventory and Control of Software Assets (CIS 2)	1. Maintain ability to generate software inventory on demand.	
		2. Use an automated inventory tool, whitelist authorized software.	
		3. Address unauthorized software.	
	Network Infrastructure Management (CIS 12)	1. Segment your network, separating key units, such as Finance, Human Resources, Police, Utilities, etc.	
Data Management	Data Protection (CIS 3)	1. Enforce data management process and ensure proper classification, retention, and disposable	
		2. Encrypt all data on removable media.	
	Data Recovery (CIS 11)	1. Deploy a data loss prevention tool.	
		2. Move rarely-/un-used data off of the live network to off-network or segmented storage.	
		3. Use of standardized system images or virtualized desktops.	
		4. Application, Operating System and Network Configuration Software: Back-up copy of current versions must always be available with a copy stored off-premises.	
		5. Locally Stored Data (including MS 365, Google Workspace and similar): a. Daily incremental backups with minimum of 14 days of versioning on off-network device. b. All backups are spot-checked monthly.	
		6. Cloud-Based Applications and Data: Must meet the same standards as the Locally Stored Data.	
		7. Third-Party Application Data: Vendor must meet the same standards as the Locally Stored Data.	
Account Management	Account Management (CIS 5)	1. Must be able to generate inventory on demand.	
	Access Control Management (CIS 6)	1. Use an enterprise password management solution.	
		2. Use specialized PAM tool.	
		3. Periodically test all email addresses with an email breach service to determine if any emails have been compromised, and take necessary action to ensure integrity.	
Vulnerability Management	Continuous Vulnerability Management (CIS 7)	1. Use automatic updating where practicable, particularly as related to security patches.	
Logging	Audit Log Management (CIS 8)	1. Logging must be setup for entire network/all devices, such as System, Application and Security logs.	
		2. Spot check logs on a monthly basis.	
		3. Centralize log collection and build detections off collected logs.	



## NJ Cyber JIF Certification Checklist

# Advanced Security

Security Controls	CIS v8 Mapping	Description	Completed
Defensive Tools & Strategies	Email and Web Browser Protections (CIS 9)	1. Ensure only fully supported plug-ins for browsers and email clients are in use. 2. Deploy protective DNS for the ecosystem.	
	Malware Defenses (CIS 10)	1. Use anti-exploitation and behavior-based anti-malware tools.	
	Network Monitoring Defense (CIS 13)	1. 24x7 support by phone or email in case of incident.	
		2. Maintain automated robust alerting and reporting that can prompt human interdiction on a 24x7 basis.	
Cyber Hygiene	Security Awareness and Skills Training (CIS 14)	1. Administrators and privileged users receive specialized training. 2. Organization leadership has access to expertise that supports technology decision making (i.e., risk assessment, planning, and budgeting).	
3rd Party Risk Management	Service Provider Management (CIS 15)	1. For all vendors, ensure contracts include security requirements, indemnification and proper insurance.	
		2. For all vendors, utilize a 3rd Party Risk Assessment Tool for all contracts.	
		3. Risk rank third party providers based on accesses and service provided.	
		4. Use monitoring solution with continuous monitoring and assessment of third party (high risk).	
Policies & Procedures	Incident Response Management (CIS 17)	1. Develop a Business Continuity Plan for everything technology related.	
Penetration Testing	Penetration Testing (CIS 18)	1. Perform Penetration Testing on an annual basis.	



## NJ Cyber JIF Certification Checklist

This document must be signed by the mayor, municipal administrator, or municipal clerk (or director of entity if not a municipality) AND your technology expert.

### MEMBER ENTITY

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### TECHNOLOGY EXPERT

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 55-2023**

**RE: AUTHORIZE BUDGET TRANSFERS BETWEEN APPROPRIATION ACCOUNTS  
PURSUANT TO N.J.S.A. 40A:4-58**

WHEREAS, certain transfers of funds for various 2022 budget appropriations are necessary to cover anticipated expenditures; and

WHEREAS, N.J.S.A. 40A:4-58 provides for the transfer of appropriations with excess over and above the amount deemed necessary to fulfill their purposes to those appropriations considered to be insufficient; and

WHEREAS, the appropriations subject to fund transfers hereby are not within those restricted by N.J.S.A. 40A:4-58 for transfer purposes.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor & Borough Council of the Borough of Montvale, in the County of Bergen, State of New Jersey, that the Chief Financial Officer shall and is hereby authorized to make transfers between appropriations accounts of the 2022 Municipal Budget as follows:

	FROM	TO
General Appropriations (A) Operations - within "CAPS" UTILITIES Water	\$6,500	
General Appropriations (A) Operations - within "CAPS" UTILITIES Electricity		\$6,500

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

**Adopted: January 31, 2023**

ATTEST:

APPROVED:

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

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

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 56-2023**

**RE: Amending Resolution No. 19-2023 Authorizing 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 North Bergen 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 is hereby amended to include the following changes which are hereto attached to this resolution; 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 Municipal 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 for the Municipality

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

**Adopted: January 31, 2023**

**ATTEST:**

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

**APPROVED:**

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

### **SICK LEAVE POLICY:**

All full-time employees are entitled to twelve (12) working days of sick leave per calendar year. Part-time, seasonal summer camp employees shall be entitled to one work day (5.75 hours) of sick leave. All other part-time employees who work less than fifteen (15) hours per week shall accrue sick leave at the rate of 1 hour of leave per 30 hours worked. In compliance with N.J.S.A. 34:11D-32(b), part-time employees who work a minimum of fifteen (15) hours per week shall be entitled to forty (40) hours of paid time off (PTO) which may be used as sick leave. Sick leave is to be used only in cases where the employee is ill and unable to work, or in cases of the serious illness of a family member. Employees absent on sick leave for five or more consecutive working days must submit a doctor's verification of illness or injury. If an employee is attending to an immediate family member, a doctor's verification of that individual is required. After the tenth day of absence on sick leave in one calendar year, a doctor's verification must be submitted for all sick leave absences, regardless of duration. There will be no payment for any additional sick days beyond the twelve paid sick days allotted in a calendar year. Prior to the return to work, the Borough of Montvale may require an employee to be examined by a physician designated by the Borough of Montvale to verify fitness to return to normal duties. An employee will not be permitted to return to work until the verification is received. *No payments will be made for sick days accumulated.*

Effective January 1, 2023, ~~October 29, 2018~~, all full-time employees can carry over a maximum of six (6) days or 40 hours, whichever is greater, of sick leave into the next calendar year. ~~All carryover sick days must be taken by July 1st of the following year or they will be forfeited. A Vacation/Sick Request Form to Carry Over Days to the Following Calendar Year must be submitted for approval.~~

*In accordance with the requirements promulgated by the NJ Paid Sick Leave Act, the Borough of Montvale paid sick leave benefits for all eligible employees, meets and/or exceeds the benefits mandated under the Act.*

### **PART-TIME EMPLOYEE PAID TIME OFF (PTO) POLICY:**

All part-time employees who work a minimum of fifteen (15) hours per week are entitled to forty (40) hours of paid time off (PTO) per year. PTO may be used interchangeably as sick leave, personal leave or vacation leave. A maximum of forty (40) hours of PTO may be carried over into the next calendar year. *No payments will be made for PTO accumulated.*

## **PAID LEAVE**

### **Request for Time Off**

Paid leave is administered by Bamboo Human Resources or by the employee's supervisor through tracking of time sheets.



**PERSONAL DAY POLICY:**

All full-time employees are entitled to four (4) Personal Days per year. Any unused Personal Days are forfeited at the end of each calendar year. ~~All part-time employees who work twenty-eight (28) hours or more, and have attained their one year anniversary, are entitled to three (3) Personal Days.~~ Any unused Personal Days are forfeited at the end of each calendar year. Part-time employees who work less than ~~twenty-eight (28) days~~ are not entitled to Personal Days.

## BOROUGH OF MONTVALE PERFORMANCE APPRAISAL

EMPLOYEE NAME: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

DEPARTMENT/JOB TITLE: \_\_\_\_\_ DATE OF HIRE: \_\_\_\_\_

PRESENT REVIEW DATE: \_\_\_\_\_ LAST REVIEW DATE: \_\_\_\_\_ TIME IN POSITION (YRS.): \_\_\_\_\_

Use the Comments section to note goals being appraised and to provide future goals.

### Overall Rating (circle)

1 – Does not meet minimum standards      2 - Needs Improvement      3 – Meets Job Requirements      4 – Exceeds Expectations

### TRAINING/ JOB KNOWLEDGE: *Consider knowledge of methods, techniques, procedures, tools, and maintenance of certifications necessary to perform the position.*

☐ Lets certification(s) expire. No desire to improve skills. Insufficient knowledge and understanding of the job.

☐ New in a position and still learning. Often requires additional instruction. Making progress, but not fully proficient. Needs to improve certain skills or job knowledge.

☐ Fully understands job responsibilities. Maintains needed certification(s). Can operate all equipment/programs required to perform his or her job.

☐ Takes the initiative to improve job through evaluation of job processes. Can lead work group through unusual or unique situations.

Comments:

### PERFORMANCE: *Consider dependability, communication skills, and the quality and quantity of work based on established standards.*

☐ Frequently damages government property and/or equipment. Work not up to expectations.

☐ Needs a better grasp of job. New employee still in learning process, not yet proficient. Not always as productive as expected.

☐ Completely performs job meeting all job standards. Consistently provides quality work requiring minimal revision to correct errors.

☐ Job output continuously above standards and before deadlines. Takes initiative to take on other tasks whenever possible.

Comments:

### WORK CONDUCT: *Consider employee's interest in the position, commendations received, organizational support, personal appearance, and disciplinary actions.*

☐ Frequently or repeatedly receives disciplinary actions and substantiated complaints from the community and co-workers.

☐ Occasionally has disciplinary problems, but is working to correct behavior. Needs to project a positive outlook and pleasant manner.

☐ Never has any discipline problems. Supervisor has complete trust in employee. Always conforms to dress code.

☐ Consistent positive methods and behaviors, which translates into quality work. Has pride in work. Influences others in a positive way.

Comments:

### COOPERATION: *Consider teamwork, or the ability to work with others in a cooperative and productive manner.*

☐ Seldom works well with others. Difficult to work with. Does not promote teamwork. Files unsubstantiated grievances.

☐ Slow to help others. Does not readily accept additional assignments required of job. Lack of tact or consideration for others.

☐ Fully cooperates with co-workers. Accepts new ideas. Helps others. Willing to work overtime as needed.

☐ Continually goes out of way to help co-workers. Learns other job responsibilities to aid in coverage. Fosters teamwork.

Comments:

### SAFETY: *Consider the respect shown for self, co-workers and public.*

☐ Does not adhere to safety rules. Repeatedly reprimanded for safety rule infractions.

☐ Sometimes disregards safety procedures or misuses equipment.

☐ Operates equipment and performs tasks within applicable safety standards. Reports all safety hazards.

☐ Pays special attention to unsafe working conditions. Helps increase awareness of safety issues in work group. Suggests safety improvements.

Comments:

**CUSTOMER SERVICE: *Consider responsiveness to the public's needs and requests.***

☐ Responds inappropriately to questions, requests, or situations.

☐ Occasionally does not respond tactfully or completely. Fails to present positive and helpful image to public.

☐ Exhibits courtesy and tact. Answers questions or refers to the appropriate party.

☐ Responds to requests with enthusiasm and a sense of commitment. Always follows through by providing or obtaining complete information.

Comments:

**JUDGMENT: *Consider ability to produce quality work in a cost-conscious manner without needing guidance from manager.***

☐ Constantly uses poor judgment occasionally increasing costs. Requires close and constant supervision.

☐ Often afraid to make and take responsibility for decisions. Needs to better identify and communicate problems.

☐ Exemplifies good sense of judgment. Not afraid to make decisions when provided information. Learns from mistakes.

☐ Anticipates potential problems. Takes full responsibility for mistakes. Takes initiative to obtain information.

Comments:

**ATTENDANCE: *Consider absenteeism and punctuality.***

☐ Frequently arrives to work late. Excessive absenteeism beyond allotted time.

☐ Occasionally arrives late or prepares to leave prior to the end of the work day.

☐ Always arrives on time. Gives appropriate notice for taking leave.

☐ Always prepared for work. Highly reliable attendance.

Comments:

**DIRECTING WORK: *Consider planning, organizing, problem solving, leadership, and supervisory skills.***

Does this person have supervisory responsibilities?

- [ ] All the time as part of job requirement  
[ ] Supervises on an as-needed basis  
[ ] Not applicable (skip this section)

☐ Continually fails as a supervisor. Lack of leadership, planning, and organizational skills. Unit does not achieve objectives. Does not treat subordinates fairly.

☐ New supervisor and still learning. Making progress, but not fully proficient. Having trouble making leap from co-worker to supervisor.

☐ Fully proficient and competent leader. Delegates when needed. Solves problems and makes decisions. Is in complete control of department and sets an example.

☐ Goes out of way to help subordinates. Consistently treats all employees fairly. Develops highly effective work plans. Assumes responsibility for solving problems.

Comments:

**EMPLOYEE COMMENTS:**

**I have reviewed the appraisal and discussed its contents with my supervisor. I understand that signing this form does not indicate my agreement with the evaluation(s) above.**

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

**BOROUGH OF MONTVALE  
BERGEN COUNTY, NEW JERSEY  
RESOLUTION NO. 57-2023**

**RE: RENEW BERGEN MUNICIPAL EMPLOYEE BENEFITS FUND**

**WHEREAS**, a number of public entities in the State of New Jersey have joined together to form the **Bergen Municipal Employee Benefits Fund**, hereafter referred to as "FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;

**WHEREAS**, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date, and;

**WHEREAS**, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND;

**WHEREAS**, the governing body of the Borough of Montvale hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the LOCAL UNIT hereby agrees as follows:

- i. Become a member of the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
- ii. Will participate in the following type (s) of coverage (s):
  - a.) Health Insurance and/or Dental and/or Prescription as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.
- iii. Adopts and approves the FUND's Bylaws.
- iv. Execute an application for membership and any accompanying certifications.

**BE IT FURTHER RESOLVED** that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the LOCAL UNIT by the FUND.
- ii. Receipt from the LOCAL UNIT of a Resolution accepting assessment.
- iii. Approval by the New Jersey Department of Insurance and Department of Community Affairs.

**Bergen Municipal Employee Benefits Fund**

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

**Adopted: January 31, 2023**

ATTEST:

APPROVED:

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

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

## **BERGEN MUNICIPAL EMPLOYEE BENEFITS FUND**

### **INDEMNITY AND TRUST AGREEMENT**

THIS AGREEMENT made this 30th day of January 2023, in the County of

Bergen State of New Jersey, By and Between the **Bergen Municipal Employee Benefits Fund** referred to as "FUND" and the governing body of the

Borough of Montvale a duly constituted LOCAL UNIT OF GOVERNMENT, hereinafter referred to as "LOCAL UNIT".

#### **WITNESSETH:**

WHEREAS, the governing bodies of various local units of government, as defined in N.J.A.C. 11:15-3.2, have collectively formed a Joint Insurance Fund as such an entity is authorized and described in N.J.S.A. 40A:10-36 et. seq. and the administrative regulations promulgated pursuant thereto; and

WHEREAS, the LOCAL UNIT has agreed to become a member of the FUND in accordance with and to the extent provided for in the Bylaws of the FUND and in consideration of such obligations and benefits to be shared by the membership of the FUND;

NOW THEREFORE, it is agreed as follows:

1. The LOCAL UNIT accepts the FUND's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to same.
2. The LOCAL UNIT agrees to participate in the FUND with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the LOCAL UNIT's resolution to join.
3. The LOCAL UNIT agrees to become a member of the FUND and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on **January 1, 2023** and ending on **December 23, 2025** at 12:01 AM provided, however, that the LOCAL UNIT may withdraw at any time upon 90 day written notice to the FUND.
4. The LOCAL UNIT certifies that it has never defaulted on payment of any claims if self-insured and has not been cancelled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.
5. In consideration of membership in the FUND, the LOCAL UNIT agrees that it shall jointly and severally assume and discharge the liability of each and every member of the FUND, for the periods during which the member is receiving coverage, all of whom as a condition of membership in the FUND shall execute an Indemnity and Trust Agreement similar to this Agreement and by execution hereto, the full faith and credit of the LOCAL UNIT is pledged to the punctual payments of any sums which shall become due to the FUND in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the LOCAL UNIT for claims and expenses that are not covered by the FUND, or for that portion of any claim or liability within the LOCAL UNIT retained limit or in an amount which exceeds the FUND's limit of coverage.

6. If the FUND in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the LOCAL UNIT agrees to reimburse the FUND for all such reasonable expenses, fees, and costs on demand.

7. The LOCAL UNIT and the FUND agree that the FUND shall hold all moneys in excess of the LOCAL UNIT's retained loss fund paid by the LOCAL UNIT to the FUND as fiduciaries for the benefit of FUND claimants all in accordance with N.J.A.C. 11:15-3 et. seq.

8. The FUND shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. 40A:10-36 et. seq., N.J.S.A. 40A:5-1 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:

- a) Employer contributions to group health insurance
- b) Employee contributions to contributory group health insurance
- c) Employer contributions to contingency account
- d) Employee contributions to contingency account
- e) Other trust accounts as required by the Commissioner of Insurance

9. Notwithstanding 8 above, to the contrary, the FUND shall not be required to establish separate trust accounts for employee contributions provided the FUND provides a plan in its Bylaws for the recording and accounting of employee contributions of each member.

10. Each LOCAL UNIT of government who shall become a member of the FUND shall be obligated to execute an Indemnity and Trust Agreement similar to this Agreement.

#### **BERGEN MUNICIPAL EMPLOYEE BENEFITS FUND**

**ADOPTED:** \_\_\_\_\_  
Date

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

**ATTEST:** \_\_\_\_\_

## RESOLUTION

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

<b><u>FUND</u></b>	<b><u>AMOUNT</u></b>	<b><u>NOTES</u></b>
Current	\$1,708,348.13	Bill List Wire 1/31/2023
	<u>309,771.73</u>	Wires/Manual Checks
Current TOTAL	2,018,119.86	
Escrow	13,826.50	Bill List Wire 1/31/2023
Unemployment Trust	2,360.68	Bill List Wire 1/31/2023
Housing Trust	2,079.75	Bill List Wire 1/31/2023
Open Space Trust	48,800.00	Bill List Wire 1/31/2023
General Trust	362.00	Bill List Wire 1/31/2023
Recreation Trust	16,161.19	Bill List Wire 1/31/2023

*This resolution was adopted by the Mayor and Council of Montvale  
at a meeting held on 1/31/23*

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

Approved: 1/31/23

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

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

ATTEST:

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

**MANUAL/VOID CHECKS - WIRES**  
**January 31, 2023**

<u>Check #</u>	<u>PO #</u>	<u>Date</u>	<u>Vendor/Transaction</u>	<u>Amount</u>
WIRE		1/12/23	Payroll Account-Current	204,588.67
WIRE		1/12/23	Salary Deduction Account	105,083.06
WIRE		1/12/23	FSA Account	100.00
<b>Total</b>				<u>309,771.73</u>



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Borough of Montvale  
Bill List By Vendor Id

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P.O. Type: All  
Range: First to Last  
Format: Condensed  
Vendors: All  
Rcvd Batch Id Range: First to Last  
Include Non-Budgeted: Y  
Open: N Paid: N Void: N  
Rcvd: Y Held: Y Aprv: N  
Bid: Y State: Y Other: Y Exempt: Y

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00019	MUNICIPAL CAPITAL CORPORATION								
		23-00092	01/13/23	WIDE FORMAT COLOR COPIER	Open	444.00	0.00		B
00027	BT SPECIALTIES								
		22-01670	12/16/22	POLICE CHIEF EMBOSSING SEAL	Open	75.68	0.00		
		23-00123	01/18/23	signature stamp J Voytus	Open	32.50	0.00		
						108.18			
00043	NORTH JERSEY MEDIA GROUP								
		23-00165	01/23/23	395748 NORTH JERSEY MEDIA ADV	Open	770.50	0.00		
00046	COUNTY OF BERGEN, TREASURER								
		23-00147	01/19/23	2023 COUNTY TAXES	Open	1,438,677.50	0.00		B
00047	D & E UNIFORM								
		22-01586	12/06/22	LAMENDOLA CLOTHING ALLOWANCE	Open	105.50	0.00		
		22-01598	12/06/22	MAZZEO CLOTHING ALLOWANCE	Open	399.31	0.00		
		22-01636	12/14/22	4 NEW RECRUIT OUTFITTED	Open	4,183.20	0.00		
						4,688.01			
00050	DEPIERO'S FARM								
		22-01578	12/05/22	2022 POINSETTIAS	Open	193.40	0.00		
00057	ENFORSYS FIRE SYSTEMS, INC.								
		22-01626	12/13/22	LICENSE AND SUBSCRIPTION FEES	Open	377.00	0.00		
00071	SUEZ WATER NEW JERSEY								
		23-00170	01/23/23	10003825412222 VEOLIA JANUARY	Open	15,646.30	0.00		
00097	CABLEVISION								
		23-00111	01/17/23	07873-204461-01-0 OPTIMUM	Open	135.48	0.00		
		23-00112	01/17/23	07873-109890-01-7 OPTIMUM	Open	161.68	0.00		
						297.16			
00112	MONTVALE SENIOR CLUB								
		23-00019	01/03/23	SR CLUB LUNCHEON - SEASONS	Open	9,556.30	0.00		
00125	NORTHWEST BERGEN REGIONAL								
		22-00121	01/18/22	2022 HEALTH SERVICES	Open	5,159.00	0.00		B
00128	ARROW TREE SERVICE INC.								
		22-01322	10/19/22	REMOVE DEAD TREE MURRAY	Open	1,690.00	0.00		
		22-01493	11/21/22	DEAD TREES ON TOWN PROPERTY	Open	2,800.00	0.00		
						4,490.00			
00146	PSE&G CO.								
		23-00173	01/23/23	PSE&G DECEMBER 2022	Open	2,250.32	0.00		

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Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00258	ROCKLAND ELECTRIC COMPANY								
		23-00064	01/09/23	ROCKLAND ELECTRIC - DECEMBER	Open	13,866.53	0.00		
		23-00174	01/23/23	ROCKLAND ELECTRIC DECEMBER	Open	<u>3,969.72</u>	0.00		
						17,836.25			
00400	FAIRFIELD MAINTENANCE, INC.								
		22-01350	10/25/22	STORAGE TANK INSPECTION-A/B OP	Open	2,275.00	0.00		B
00406	RUTGERS, STATE UNIVERSITY NJ								
		23-00062	01/09/23	CONTINUING EDUCATION COURSE	Open	653.00	0.00		
00420	BERGEN COUNTY CLERK								
		23-00159	01/20/23	RECORDING FEES	Open	13.00	0.00		
00497	LEVITZKI, ANN								
		22-00181	01/27/22	2022 COURT - CELL PHONE	Open	139.45	0.00		B
00549	WOGISCH, ROBERT H.								
		23-00004	01/03/23	MEMORIAL BASEBALL/SOFTBALL IMR	Open	36,900.00	0.00		B
00554	BERGEN MUNI.EMPL.BENEFITS FUND								
		23-00166	01/23/23	2023 HEALTH BENEFITS	Open	69,704.00	0.00		B
00602	ANCHOR FENCE CONTRACTORS, INC.								
		22-01419	11/08/22	FENCE REPAIRS	Open	11,900.00	0.00		
00656	STATE OF NJ DEPT OF LABOR W/F								
		22-01608	12/09/22	UNEMPLOYMENT BENEFITS-3RD QTR	Open	2,360.68	0.00		
00683	TCTA OF BERGEN COUNTY								
		23-00179	01/25/23	ANNUAL MEMBERSHIP DUES	Open	75.00	0.00		
00730	BOGGIA, BOGGIA, BETESH & VOYTUS								
		23-00038	01/04/23	AFFORDABLE HOUSING	Open	201.50	0.00		
00731	COLLIER'S ENGINEERING & DESIGN								
		22-00123	01/18/22	BOROUGH PLANNER	Open	575.25	0.00		B
		22-01527	11/29/22	2022-2023 AFFORDABLE HOUSING	Open	398.25	0.00		B
		22-01601	12/07/22	MUNICIPAL ENGINEERING REVIEW	Open	452.50	0.00		
		23-00017	01/03/23	MUNICIPAL ENGINEERING REVIEW	Open	362.00	0.00		
		23-00020	01/03/23	MUNICIPAL ENGINEERING REVIEW	Open	2,353.00	0.00		
		23-00021	01/03/23	MUNICIPAL ENGINEERING REVIEW	Open	2,986.50	0.00		
		23-00023	01/03/23	MUNICIPAL PLANNING REVIEW	Open	181.00	0.00		
		23-00034	01/04/23	MUNICIPAL PLANNING REVIEW	Open	285.75	0.00		
		23-00035	01/04/23	MUNICIPAL ENGINEERING REVIEW	Open	3,077.00	0.00		
		23-00036	01/04/23	MUNICIPAL ENGINEERING REVIEW	Open	995.50	0.00		
		23-00039	01/04/23	MUNICIPAL ENGINEERING REVIEW	Open	814.50	0.00		
		23-00042	01/05/23	MUNICIPAL ENGINEERING REVIEW	Open	90.50	0.00		
		23-00045	01/06/23	MUNICIPAL PLANNING REVIEW	Open	23.25	0.00		
		23-00089	01/13/23	MUNICIPAL ENGINEERING REVIEW	Open	<u>90.50</u>	0.00		
						12,685.50			

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Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00769	URBAN AUTO SPA								
		23-00068	01/10/23	CAR WASH & OIL CHANGE SERVICES	Open	28.00	0.00		
00869	DRAEGER SAFETY DIAGNOSTICS, INC.								
		22-01180	09/21/22	DWI ALCOTEST SUPPLIES	Open	128.00	0.00		
00876	BERGEN CTY MUNICIP. CLRK. ASSOC.								
		23-00180	01/25/23	ANNUAL MEMBERSHIP DUES	Open	100.00	0.00		
00896	GIAMMARINO, MICHAEL								
		22-00056	01/06/22	2022 INTERPRETING SERVICES	Open	150.00	0.00		B
		23-00059	01/09/23	2023 INTERPRETING SERVICES	Open	150.00	0.00		B
						300.00			
00999	AMAZON.COM SERVICES, INC.								
		23-00067	01/10/23	AMAZON SHIPPING CHARGE	Open	9.99	0.00		
01042	MCMANIWON, SCOTLAND, BAUMANN LLC								
		22-01609	12/09/22	PROFESSIONAL SERVICES RENDERED	Open	2,970.11	0.00		
01132	COOPERATIVE COMMUNICATIONS, INC.								
		22-00180	01/27/22	2022 BORO PHONE 201-391-5700	Open	2,063.94	0.00		B
01151	GILL ID SYSTEMS								
		22-01471	11/17/22	2023 VALIDATION LABELS	Open	70.00	0.00		
01184	THE LAND CONSERVANCY OF NJ								
		22-01610	12/09/22	ENVIRONMENTAL RESOURCE- ERI	Open	11,500.00	0.00		
01188	MUNCO OF NEW JERSEY								
		23-00096	01/13/23	2023 MEMBERSHIP DUES	Open	75.00	0.00		
01191	BROADMAN, DEBRA								
		23-00177	01/24/23	2023 MONTVALE WELLNESS PROGRAM	Open	50.00	0.00		
01211	TURN OUT UNIFORMS & CO.								
		22-01640	12/14/22	PD SKULL HATS NEW RECRUITS	Open	167.96	0.00		
01241	ALMAGASA CORP.								
		23-00016	01/03/23	SITE PLAN REVIEW DINNER	Open	115.47	0.00		
01359	BSN SPORTS								
		22-01483	11/18/22	FOOSBALL TABLE	Open	791.19	0.00		
01454	TMDE CALIBRATION LABS INC.								
		22-01648	12/15/22	PD MAINT REPAIRS LED LIGHTS	Open	169.77	0.00		
01552	WISS & BOUREGY, P.C.								
		22-01620	12/12/22	PD PERSONNEL MATTER	Open	1,064.00	0.00		
01558	GPANJ, INC.								
		23-00069	01/10/23	2023 MEMBERSHIP - C. KALAFUT	Open	100.00	0.00		

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Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01616	GEORGI'S HOOK UP LLC.	22-01582	12/06/22	PD WINDOW TINTS HQ	Open	1,000.00	0.00		
01638	FRESH H2O FILTRATION SYSTEMS	23-00047	01/06/23	2023 WATER COOLER RENTAL	Open	179.97	0.00		B
01643	LORANGER, LISA	23-00049	01/06/23	MAILCHIMP REIMBURSEMENT	Open	87.00	0.00		
01648	BERGEN COUNTY MCA ASSN.	23-00058	01/09/23	2023 BCMCA Membership Dues	Open	40.00	0.00		
01680	WEGMANS BUSINESS	23-00024	01/03/23	reorganizaiaon meeting	Open	118.17	0.00		
01681	D.L.A. CONSTRUCTION LLC	22-01635	12/14/22	INTERIOR PARTITION WALL-CONSTR	Open	14,180.00	0.00		
01738	ARENDACS, DOUGLAS	23-00116	01/17/23	Reimbursement Convention	Open	265.56	0.00		
01757	COMPLETE SECURITY SYSTEMS INC.	22-01569	12/02/22	SENIOR BLDG FIRE ALARM RESET	Open	305.00	0.00		
01760	UNITED PARCEL SERVICE	23-00152	01/19/23	F047X6 UPS - DECEMBER 2022	Open	168.14	0.00		
01767	VERIZON	23-00015	01/03/23	555-569-014-0001-55 VERIZON	Open	170.64	0.00		
		23-00167	01/23/23	156-951-896-0001-85 VERIZON	Open	94.00	0.00		
						264.64			
01828	CGP&H, LLC	22-01159	09/20/22	PROFESSIONAL HOUSING REHAB SVC	Open	1,480.00	0.00		B
01886	MCGEE, HEATHER	23-00109	01/13/23	REMB LOGITECH C930E	Open	90.59	0.00		
01892	AC DAUGHTRY INC.	22-01351	10/25/22	CARD READER ACCESS REPLACEMENT	Open	25,229.75	0.00		
01915	TGA OF BERGEN COUNTY	22-01337	10/24/22	TENNIS/GOLF VENDOR PAYMENT	Open	6,900.00	0.00		
		22-01347	10/25/22	VOLLEYBALL VENDOR PAYMENT	Open	8,470.00	0.00		
						15,370.00			
01924	AIR SYSTEMS MAINTENANCE, INC	22-00505	04/14/22	HVAC UNITS MAINT. CONTRACT	Open	6,020.50	0.00		B
		22-01576	12/05/22	HEATING/AIR CONDIONING REPAIR	Open	2,135.76	0.00		
						8,156.26			
01972	LIBERTY ELEVATOR CORPORATION	22-01283	10/13/22	REPAIR/MAINT CALL 12 DEPIERO D	Open	301.00	0.00		

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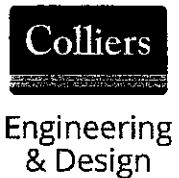
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Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01993	GREG TANZER SPRINKLERS	22-01252	10/05/22	SPRINKLERS - FALL CLOSING	Open	1,950.00	0.00		
02056	LERCH, VINCI & HIGGINS, LLP	22-01659	12/16/22	PROFESSIONAL SRVICES	Open	245.00	0.00		
02141	REGAN, ROBERT T., ESQ.	22-01573	12/05/22	ESCROW PAYMENTS	Open	2,476.50	0.00		
02426	VERIZON WIRELESS	23-00172	01/23/23	242317487-00001 VERIZON	Open	1,520.04	0.00		
03060	TRI-STATE TECHNICAL SERVICES	23-00113	01/17/23	2023 ADOBE SOFTWARE/DROPBOX	Open	39.38	0.00		B
		23-00115	01/17/23	ZOOM MONTHLY CHARGE COURT	Open	17.05	0.00		
						56.43			
03148	COUNTY OPEN SPACE TRUST FUND	23-00148	01/19/23	2023 COUNTY OPEN SPACE TAXES	Open	59,432.50	0.00		B
03220	NJ DIVISION OF ALCOHOLIC	22-01612	12/09/22	LICENSE RENEWAL 2022-2023	Open	24.00	0.00		
03682	CRUISE, E. K.	23-00105	01/13/23	REIMB TASER RELOAD POUCHES	Open	64.99	0.00		
03727	STAPLES INC	22-01246	10/03/22	Office Supplies	Open	22.03	0.00		
		22-01580	12/06/22	office supplies	Open	1,407.65	0.00		
		22-01633	12/14/22	BOOKCASE / TONER CARTRIDGE	Open	398.55	0.00		
						1,828.23			
<hr/>									
Total Purchase Orders:		93	Total P.O. Line Items:		0	Total List Amount:		1,791,938.25	Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND 2022	2-01	122,203.54	0.00	122,203.54	0.00	0.00	122,203.54
CURRENT FUND 2023	3-01	1,586,144.59	0.00	1,586,144.59	0.00	0.00	1,586,144.59
BOA ESCROW ACCOUN	E-08	13,826.50	0.00	13,826.50	0.00	0.00	13,826.50
OTHER TRUST ACCOU	T-03	2,441.75	0.00	2,441.75	0.00	0.00	2,441.75
UNEMPLOYMENT TRUS	T-13	2,360.68	0.00	2,360.68	0.00	0.00	2,360.68
OPEN SPACE TRUST	T-14	48,800.00	0.00	48,800.00	0.00	0.00	48,800.00
RECREATION TRUST	T-19	16,161.19	0.00	16,161.19	0.00	0.00	16,161.19
Year Total:		69,763.62	0.00	69,763.62	0.00	0.00	69,763.62
Total Of All Funds:		1,791,938.25	0.00	1,791,938.25	0.00	0.00	1,791,938.25

400 Valley Road  
Suite 304  
Mt. Arlington New Jersey 07856  
Main: 877 627 3772

1/31



December 20, 2022

Maureen Iarossi  
Borough Clerk/Administrator  
Borough of Montvale  
12 De Piero Drive  
Montvale, NJ 07643

Re: **Proposal Recommendation**  
Upper Saddle River Road Drainage Improvements  
Montvale, Bergen County, NJ  
Colliers Engineering & Design Project No. MVB0036

Dear Ms. Iarossi,

Please find attached the scope of work and quote prepared by Colonnelli Brothers, Inc. for the drainage improvements along Upper Saddle River Road. This work will be under the emergency repair contract (Resolution 75-2022) and will alleviate the drainage problems in this area. The Contractor will need to clear and grub area to gain access to the existing inlet in the wooded area.

Our office has reviewed the submitted proposal for the lump sum cost and contractor experience. Based on our review of the submitted proposal, we request a purchase order to be issued to Colonnelli Brothers, Inc. in the amount of **\$37,750.00**. For Colliers Engineering and Design (CED) professional services, we are requesting an amount of \$5,000.00. Therefore, the total amount we are requesting is \$42,750.00.

We recommend the contractor proceeds with the project after the certification of funds by the Borough and purchase order has been issued.

Should you have any questions, please contact our office.

Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)

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

Andrew Hipolit, PE, PP, CME, CFM, CPWM  
Borough Engineer- Discipline Leader

ARH/ds

Proposal #: 1060

## Colonnelli Brothers, Inc.

409 South River Street, Hackensack, New Jersey 07601  
Phone: (201) 440-1118, Fax: (201) 440-8282



Submitted to company: <b>Colliers Engineering</b>	Date: <b>9-Aug-22</b>
Street: <b>331 Newman Springs Road</b>	Phone: <b>(201) 820-8589</b>
City, State, Zip: <b>Red Bank, NJ 07701</b>	Email: <b>robert.culvert@colliersengineering.com</b>
Attention: <b>Mr. Bob Culvert</b>	Job name/loc.: <b>Upper Saddle River Road Drainage Improvements</b>

**Estimate for:**

We hereby agree to furnish Supervision, Labor, Equipment, and Material to construct the work at above mentioned location.

**Scope of work:**

*Scope of work:*

*Mobilize*

*Clear/grub area to gain access to existing inlet in wooded easement*

*Jet/Vac from inlet downstream to ensure pipe can handle additional flow*

*Grade swale from edge of East Saddle River Road to inlet and install filter fabric/DGA swale (roughly 60'x8')*

*Grade curbline of East Saddle River Road and pave narrow channel swale to direct runoff to new DGA swale*

*Grade area to create proper drainage*

*Install one new chevron/post*

**Additional comments:**

*Work to be continuous from 7am-3:30pm Monday-Friday*

*Grounding of equipment overnight only, if required*

*All material to stay on site*

*All work do be completed in one mobilization*

*Police traffic control by others (if required)*

*Project assumed to be tax exempt*

*Cost based on 8 hour work day 7:00am-3:30pm*

*Cost includes labor/equipment*

*All work to be done in a first-class, workmanlike manner.*

*Certificates of insurance available upon request.*

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Thirty seven thousand seven hundred fifty and no cents Dollars

**\$37,750.00**

Payments to be as follows: Invoices will be rendered monthly, or at completion of work, whichever comes first, and payments are expected on any portion of the work performed and/or materials furnished during that 30-day period.

Authorized  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within:

15 days



Proposal #: 1060

## Colonnelli Brothers, Inc.

409 South River Street, Hackensack, New Jersey 07601

Phone: (201) 440-1118, Fax: (201) 440-8282



### Terms and Conditions

All material is guaranteed to be as specified.

All work to be complete in a workmanlike manner as per standard practices

All agreements contingent upon delays beyond our control.

Any alteration or deviation from above specifications involving extra costs will be executed by written orders, and will become an extra charge over and above the estimate.

Owner to carry fire, tornado and other natural disaster related insurance policies as necessary.

Our workers are fully covered by Workman's Compensation Insurance.

Sales Tax will be charged on all invoices for all work, unless a valid Sales Tax Exemption Certificate is received.

For proposals based on unit prices, the quantities stated above are approximate only. Payment will be based on actual field measurements.

If rock is encountered and such encounter was not anticipated and acknowledged in this proposal, the rock removal (either hammering or blasting) will be charged extra.

The price listed in this proposal are valid for 15 days

A reduction in quantities may result in an increase in unit price.

This proposal becomes effective as a contract, after the purchaser has executed its acceptance.

Conditions, which are not specifically incorporated in this contract, will not be recognized. No modification on transfer of this contract after acceptance shall be binding upon Seller, unless made in writing and signed by one of the Seller's Officers.

This proposal may be withdrawn pending the results of a credit investigation or it may be necessary to post a bond or establish an escrow account with sufficient funds and a guarantee of payment upon completion of our work.

Invoices will be rendered monthly, or at completion of work, whichever comes first, and payments are expected on any portion of the work performed and/or materials furnished during that 30-day period.

Final payment - payment in full is required within 30 days. A service charge of 1.5% per month will be added to any unpaid portion of our invoice, which is annual percentage rate of 18%.

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

I hereby authorize Colonnelli Brothers to perform the work as specified.

Date of acceptance:

Signature

## Joseph Voytus

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**From:** John Arthur <arthur@wirelessedge.com>  
**Sent:** Tuesday, January 17, 2023 10:12 PM  
**To:** Joseph Voytus  
**Subject:** RE: Montvale

Joe:

The current lease term ends on 8/31/2040, so there are about 17.5 years remaining.

Carriers typically require 25 to 30 years of sublease term, so we are well short of that to add a new tenant.

Currently, leases that were written 20 or 25 years ago are expiring. That is causing major disruptions – sublease re-negotiations and tower removals are happening. I'm working on several projects now where new replacement sites are needed. Carriers are no longer assuming that the tower will remain. The disruption is a major problem since all surrounding sites are dependent.

Dish is a new carrier we want to attract, and they are requiring that we have a ground lease term that covers their sublease term.

Option 1 - If we can get 2 more 5-year terms, I can write a 25-year sublease.

Option 2 - Write an amendment that extends the term to meet the sublease terms. For example, we sign Dish with 25 or 30 years and the ground lease extends to cover the same period. In that case, we would offer a better rate for Dish and any subsequent tenants - straight 50% revenue share (vs 20% plus \$450).

Option 3 - Sell a ground easement. That is typically converting all or a portion of the revenue stream to a lump sum in exchange for a 99-year easement. For the Borough, that would be better after we get Dish on, so this is best done in conjunction with #1 or #2. The current value (before Dish) is about \$1.1MM (\$1.3MM with Dish). You could sell 50% for \$550K, and still get about \$25K in rent per year.

John E. Arthur, P.E.

President & CEO

**Wireless *EDGE* Towers**

38 West Market Street

Rhinebeck, NY 12572

Tel: (914) 712-0000, Ext 103

Fax: (914) 712-9005

Mob: (914) 216-4087

**From:** Joseph Voytus <jvoytus@montvaleboro.org>

**Sent:** Tuesday, January 17, 2023 9:53 AM

**To:** John Arthur <arthur@wirelessedge.com>

**Subject:** Montvale

John,