

Minutes of Reorganization Meeting of the Mayor and Council held on Thursday, January 4, 2018 at 8:00 PM at the Upper Saddle River Borough Hall.

Moment of Silence - Pledge of Allegiance was led by Mayor Minichetti.

Mayor Minichetti administered the Oath of Office to re-elected Council member Steven DiMartino.

Pursuant to the Open Sunshine Act P.L. 1975, c. 231, proper notice of this meeting has been provided by submitting appropriate notice to The Ridgewood News and The Record on December 19, 2017 by fax and mail in which the time, place and purpose of the meeting was set forth.

Mayor Minichetti welcomed the residents and wished them a Happy New Year. She acknowledged and thanked the many volunteers who give of their time and talents to the community. She noted that USRCares was established this year to assist those in need and the success of the first Oktoberfest. Mayor Minichetti pointed out the many students who volunteer in unpaid positions at the Borough Hall, Fire Department and Ambulance Corps.

RULE 1. Roll Call:

Mayor	Joanne L. Minichetti	Present
Councilman	Roger DeBerardine	Absent
Councilman	Steven DiMartino	Present
Councilman	Jonathan Ditkoff	Absent
Councilman	Vincent Durante	Present
Councilwoman	Joanne Florio	Present
Councilman	Thomas Hafner	Absent

Mayor Minichetti swore in Fire Officials for the year 2018:

Fire Chief	Larry Rauch
Asst. Chief	Brandon Bach
Captain	Arman Farnendesh
Sr. Lieutenant	Nicholas Brusco
Sr. Lieutenant	Derrick Bach

RULE 2 & 3. Passed.

RULE 4. Bills:

A motion by Councilman DiMartino, seconded by Councilman Durante to pay bills in the amount of \$189,576.94 was unanimously approved by all Council members present. Mayor Minichetti declared bills approved for payment and ordered checks drawn.

Roll Call: Ayes: Council members DiMartino, Durante, Florio.
Nays: None.

RULE 5. Unfinished Business: None.

RULE 6. New Business:

1. CONSENT AGENDA: All items listed with an asterisk (*) are considered to be routine and non-controversial by the Council and will be so approved. There will be no separate discussion of these items unless a Council member

or citizen so requests, in which case the item will be considered in its normal sequence on the agenda.

A motion by Councilwoman Florio, seconded by Councilman DiMartino to approve Consent Agenda Items #2-6 was unanimously approved by all Council members present.

Roll Call: Ayes: Council members DiMartino, Durante, Florio.

Nays: None.

*2. Resolution #1-18

1. The regular meetings of the Mayor and Council to be held in the Borough Hall on the first Thursday of each month at 8:00 PM; unless otherwise noted.

2. The order of business to be followed at each meeting is as follows:

1. Roll Call
2. Approval of Minutes
3. Reports of Officers and Committees
4. Presentation of Communications, Petitions, Bills, etc.
5. Unfinished Business: Final passage of Ordinances, etc.
6. New Business: Introduction of Ordinances, etc.
7. Public Comments
8. Adjournment

3. The following commissions and committees be appointed, to wit:

1. Public Safety Committee, (Fire and Ambulance)
2. Police
3. Finance
4. DPW
5. Parks, Buildings & Grounds
6. Planning Board
7. Recreation
8. Environmental
9. Shade Tree
10. Board of Health
11. Youth Guidance Council

4. All Council Committees shall be appointed by the Council, as per ordinance.

All Committees shall consider and act upon any matters referred to them by the Council. The Council representative shall be a member of all committees, both standing and special and be a ranking member thereof but in his absence, the Chairman of any committee shall preside. The Council representative or Chairman of any committee may call committee meetings at any time by giving written notice thereof by mailing the same to each member of such committee with postage prepaid at his post office address or by delivering the same to his residence two days prior to the date fixed by the notice.

5. The Bonds of the Borough Officials be fixed as follows:

Tax Collector	\$ 150,000
Chief Financial Officer	20,000
Magistrate}Magistrate's Clerk}Aide	27,000

Borough Clerk	15,000
Clerk-Bd. Of Adjustment}	
Building Inspector}	
Borough Engineer}	
Planning Board Clerk}	
Chief Fire Prevention}	25,000

6. The Borough pays the charges for obtaining the above bonds.

7. All monies collected or received by the Collector belonging to the Borough of Upper Saddle River shall be deposited forthwith in Columbia Bank, Paramus, NJ, TD Bank, Ramsey, NJ and Valley National Bank, Ramsey, New Jersey, under interest bearing accounts and shall be subject to drafts thereon, signed by the Mayor and Finance Officer and attested to by the Borough Clerk. Deposits may be made in the financial institutions certified by NJ Dept. of Banking as follows: Valley National Bank, Ramsey, NJ; Trust Company Bank, Ramsey, NJ; Bank of America, Saddle River, NJ; TD Bank., Montvale and Ramsey, NJ; and Lakewood Saving Bank, Ramsey, NJ, SNJ Cash Management Fund, Trenton, NJ.

8. The interest rate to be paid on all unpaid taxes 10 days after due date to be and hereby is fixed at 8 percent (8%) per annum on the first \$1,500 of delinquency and 18% per annum on the amount in excess of \$1,500, which rate of interest shall be collected by the Collector on all delinquent taxes and assessments. A 6% penalty shall be charged on any delinquency in excess of \$10,000, if not paid by the end of the fiscal year. A penalty of \$25.00 shall be assessed for each check returned by the financial institution due to insufficient funds.

9. The Chief of Police, Lieutenants, Sergeants, Detectives, Patrol Officers, Special Patrolmen and Special Patrolwomen shall constitute the Police Force of this Borough.

10. The Borough shall pay all telephone charges incurred by the Mayor, Council members, Collector, Assessor, Borough Clerk, Assistant to the Borough Clerk, Chief of Police, Magistrate and Chairman of any committee in transacting official Borough business.

11. The Ridgewood News, Ridgewood, NJ and The Record, Hackensack, NJ shall be the official papers of the Borough of USR.

12. The salaries of the Borough officials and employees shall continue as now provided for in the existing salary ordinance except for the Borough Engineer and Borough Prosecutor who shall now be engaged in accordance with contractual arrangements.

13. For miscellaneous jobs - type and size of equipment to be hired and rate to be agreed upon before work is performed.

14. The Borough Clerk and Secretary to the Borough Clerk of the Borough shall issue dog licenses and shall collect necessary fees for licenses and tags according to State Statutes and shall assist with voting registrations and issue certificates of liability for assessment and approval of subdivisions.

15. That the fees for marriage licenses, birth and death certificates and any other fees required to be imposed by the State Dept. of Health or of the Board of Health of the Borough of Upper Saddle River, NJ, including inspection of plumbing and sanitation shall be collected by the Secretary of the Board of Health and transmitted forthwith to the Tax Collector/Treasurer.

16. That all fines, fees, court costs, etc. imposed or assessed by the Magistrate of the Borough of USR which are due the Borough, shall be transmitted monthly to the Borough Treasurer by the Court Clerk.

17. That all fees for construction inspections shall be collected by the office of Construction Official and transmitted forthwith to the Tax Collector/Treasurer.

Resolution #2-18

RESOLVED, THAT, WHEREAS, the Governing Body deems it advisable for the efficient conduct of the business affairs of the Borough that the Borough Clerk and Borough Administrator be assigned certain specific duties in addition to those direct by law;

NOW, THEREFORE, BE IT RESOLVED, the Governing Body of the Borough of Upper Saddle River that the Borough Clerk and Borough Administrator shall in addition to those duties required by law, perform the following numerical duties;

1. In addition to attendance to all meetings of the Mayor and Council, they shall attend such other meetings, whether within or without the Borough of Upper Saddle River, as they may be assigned from time to time by the Mayor and Council.

2. They shall provide a liaison between the Mayor and Council and the various municipal boards, agencies and departments of the Borough and its professional advisors, as may be directed by the Mayor and Council.

3. They shall keep the Mayor and Council currently informed on all matters assigned to them or otherwise within their jurisdiction.

4. They shall be responsible for the coordination of interdepartmental operations.

5. They shall make studies and surveys of such municipal problems of the Borough as shall be assigned to them by the Mayor and Council and prepare and submit written reports of their findings and determinations to the Mayor and Council for their consideration and action.

6. They shall study continually present and future budgets, purchasing procedures, administrative procedures and personnel organization and policies and make such recommendations to the Mayor and Council relating thereto as they shall deem necessary from time to time.

7. They shall be responsible for continually improving communications between the various Borough personnel Departments, Agencies and Boards and the Mayor and Council.

8. They shall make inspections and review as may be necessary to insure full compliance by all persons and corporations having contractual obligations to perform services for or sell goods to the Borough.

9. They shall be responsible for the compiling, editing and prompt dissemination and release of public information upon the authorization of the Mayor and Council.

10. They shall continually review the Borough's insurance program and make recommendations thereon to the Mayor and Council.

11. They shall act as liaison between the Borough and the various County, State and Federal Agencies with respect to all applications for funds and/or services required by the Borough.

12. They shall be responsible to see that any complaints concerning the functions and obligations of the Borough are promptly referred to the appropriate departments for disposition.

13. They shall make any recommendations, which they may believe will increase the efficiency of the administrative operations of the Borough.

14. They shall perform such other administrative and ministerial duties and functions as may be assigned to them by the Mayor and Council.

Resolution #3-18

WHEREAS, the Mayor and Council have, and/or will have awarded bids or the furnishing of certain materials and services to the Borough; and

WHEREAS, any inability of said suppliers to provide the stated supplies or services should result in serious detriment to the health, welfare, and police and fire protection for the citizens of Upper Saddle River;

NOW, THEREFORE, BE IT RESOLVED that the Borough Administrator be authorized to purchase said supplies or service from other than named suppliers, depending on the nature of the emergency and the needs of the Borough whenever the named contractor cannot supply emergency needs.

Resolution #4-18

WHEREAS, the Borough of Upper Saddle River requires the services of attorneys, planning consultants, consulting engineers, registered municipal accountants and public defender during 2018; and

WHEREAS, it is contemplated that the 2018 budget will contain the necessary appropriations estimated to be reasonably required for such services; and

WHEREAS, the Local Public Contracts Law (NJSA 40:A11-1 et. seq.) requires that the resolution authorizing the award of contract for "Professional Services" without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Upper Saddle River as follows:

1. The Mayor and Council do hereby engage the services of:
 - a) Borough Attorney Robert R. Regan, Esq.
 - b) Borough Prosecutor Michael Kingman, Esq.
 - c) Alternate Prosecutor Brian Giblin, Esq.
 - d) Public Defender Kenneth Gallo, Esq.

All to serve at the pleasure of the Council at such just and fair compensation as may be mutually agreeable to the parties for actual services rendered.

2. The engagement of such services is made without competitive bidding under the provisions of N.J.S.A 40A:11-5 which excepts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is required by law.

3. A copy of this resolution shall be published in The Record as required by law within 10 days of its passage.

Resolution #5-18

BE IT RESOLVED that the Mayor and Council approve the following schedule of Council meetings for the year 2018:

<u>MONTH</u>	<u>EXECUTIVE & REGULAR MEETINGS</u>	
JANUARY	4	
FEBRUARY	1	
MARCH	1	
APRIL	5	
MAY	3	
JUNE	7	
JULY	5	
AUGUST	2	
SEPTEMBER	6	
OCTOBER	4	
NOVEMBER	1	
DECEMBER	6	
DECEMBER	27**	END OF YEAR

*Reorganization meeting will be held at 8:00 P.m. on January 4, 2018, with Council convening at 6:30 p.m. for Executive Meeting.

Regular Meetings will begin at 8:00 p.m. with the Council convening at 6:30 PM for Executive Meeting.

**End of the Year meeting will be held at 8:00 a.m., if needed.

Meetings are held on the first Thursday of each month in the Borough Hall, 376 West Saddle River Road, Upper Saddle River, New Jersey 07458, unless otherwise noticed.

Resolution #6-18

WHEREAS, N.J.S.A. 40A:4-19 provides that, where any contract, commitments or payments are to be made prior to the final adoption of the 2018 budget, temporary appropriations should be made for the purpose and the amounts required in the manner and time therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January, 2018; and

WHEREAS, the total appropriation in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvements fund and public assistance in said budget, is the sum of \$10,396,689; and

WHEREAS. One quarter of the appropriations in the 2017 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvements fund and public assistance in said budget, is the sum \$2,599,172.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Upper Saddle River in the County of Bergen and State of New Jersey that the following appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records.

(Attached)

Resolution #7-18

BE IT RESOLVED, that the Mayor and Council of the Borough of Upper Saddle River hereby authorizes the Treasurer to pay the claims and commitments that are due and payable prior to Council approval of bills.

Resolution #8-18

BE IT RESOLVED that the Mayor and Council of the Borough of Upper Saddle River hereby authorizes the Treasurer to refund security monies, deposited by applicants, for building permits, prior to Council approval of bills, upon certification by the Building Inspector that he has approved said refund.

BE IT FURTHER RESOLVED that the Treasurer is hereby authorized to return escrow funds deposited by applicants for Planning and Zoning matters, prior to Council approval of bills, upon certification of the Borough Engineer and other appropriate officials.

Resolution #9-18

WHEREAS, the Borough of Upper Saddle River desires to collect all taxes, assessments, and municipal charges within the current fiscal year; and

WHEREAS, the tax collector is directed to sell all delinquencies as of December 31, 2017 for the fiscal years ending December 31, 2016 and December 31, 2017, in the manner prescribed by N.J.S.A. 54:5-19, and as amended by Chapter 99, Public Laws of 1997;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Upper Saddle River, New Jersey, that the tax collector is authorized and directed to sell all municipal liens in accordance with New Jersey law and as stated above

Resolution #10-18

WHEREAS, N.J.S.A. 40A:5-14 requires the Borough of Upper Saddle River to adopt a Cash Management Plan; and

WHEREAS, the Borough of Upper Saddle River adopts its Cash Management Plan annually; and

WHEREAS, this Cash Management Plan shall be designated to assure to the extent practicable the investment of local funds in interest bearing accounts and may be modified from time to time in order to reflect changes in Federal or State law or regulations; and

NOW, THEREFORE, BE IT RESOLVED that the Borough of Upper Saddle River Cash Management Plan be continued for 2018.

Resolution #11-18

WHEREAS, the Bergen County Tax Board requires a resolution by the Municipal Governing Body authorizing the Assessor/Tax Collector/Treasurer to file appeals and settlements of stipulations with the Bergen County Tax Board for the purpose of correcting assessment for the year 2017.

NOW, THEREFORE, BE IT RESOLVED that the Assessor/Tax Collector/Treasurer be authorized to file appeals when necessary.

Resolution #12-18

WHEREAS, the Borough of Upper Saddle River, from time to time, authorizes use of public facilities for certain non-profit organizations which do not have insurance coverage; and

WHEREAS, the Borough is willing to permit use of its public facilities to such organizations provided that such use is consistent with the underwriting guidelines of the Borough's insurer; and

WHEREAS, all organizations shall execute a Hold Harmless Agreement prior to using the Borough's public facilities;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Upper Saddle River that it does hereby agree to waive insurance requirements for the following not-for-profit organizations:

Republican Club
Democratic Club
Friends of the Library
Upper Saddle River Seniors

BE IT FURTHER RESOLVED that the waiver of insurance herein shall extend for a period of one (1) year only and must be renewed annually.

Resolution #13-18

INTERLOCAL SERVICES AGREEMENT-MUTUAL AID PLAN
AND RAPID DEPLOYMENT FORCE

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, man-made causes, civil unrest and civil disobedience such as riot, 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 Chief's 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.A40A:14-156.1, N.J.S.A40A14-156.4 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 Upper Saddle River to participate in a Mutual Aid

Plan and Rapid Deployment Force in accordance with the Plan as submitted by the Bergen County Police Chief's Association.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Upper Saddle River that the Police Department of the Borough of Upper Saddle River, under the direction of the Chief of Police, cooperate with the Bergen County Police Chief's 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; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the County Executive, the Board of Chosen Freeholders, the County Prosecutor and the Chief of Police.

Resolution #14-18

WHEREAS, N.J.S.A. 49:4-58 permits the transfer of appropriations during the last two months of the fiscal year from accounts showing unexpended balances to accounts in which commitments may exceed the original budget appropriations;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Upper Saddle River in the County of Bergen and State of New Jersey that the Treasurer is hereby authorized to effect the following transfers:

<u>FROM</u>		<u>TO</u>	
Finance, S&W	\$1,000	General-Office Supply	\$1,000
Finance, S&W	1,000	Assessor, OE	1,000
Fire Prev .S&W	2,000		
Bldg. Dept, S&W	3,000		
Planning Bd,S&W	3,000		
Plumbing Sub.Code	1,000	Fire, OE	9,000

*3. Motion to approve the following appointments to December 31, 2018:

Fire Prevention Official Larry Rauch
Municipal & Police Physician Dr. Frederick Wien

*4. Motion to approve the following appointments to Borough Government:

Library Bd. Of Trustees

Rev. Robert Fretz	5 yr. term	12/31/22
Steve DiMartino	1 yr. term	12/31/18 (Mayor's rep.)

Youth Guidance Council

Mayor Minichetti	1 yr. term	12/31/18
P O Anthony Pulizzano	1 yr. term	12/31/18
James McCusker	1 yr. term	12/31/18
David Kaplan	1 yr. term	12/31/18
Doreen Amano	2 yr. term	12/31/19
Christine Hill	2 yr. term	12/31/19
Claudia Heller	2 yr. term	12/31/19
Nicole Reimbauer	2 yr. term	12/31/19

Recreation

Essau Ali	5 yrs.	12/31/22
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Affordable Housing

Rose Vido, Secy.	1 yr. term	12/31/18
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Historic Preservation

Thos. Olszewski Class A	1 yr. term	12/31/18
James Donnellen, Alt.	1 yr. term	12/31/18

Hstorian

Wm. Yeomans	1 yr. term	12/31/18
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Municipal Court

Harry Norton Jr.	3 yr. term	12/31/20
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Emergency Management Council

T. Preusch (OEM) Coordinator	3yr. term	12/31/20
Police Chief Rotella	3 yr. term	12/31/20
Fire Chief Rauch	3 yr. term	12/31/20
DPW Supt. Fleshman-Deputy OEM Coordinator	3 yr. term	12/31/20
Vincent Durante, Council Liaison	3 yr. term	12/31/20

Environmental Committee

Peter Stenzi	1 yr. term	12/31/18
Ellen Ling	1 yr. term	12/31/18
Sofia Kotsopulos	1 yr. term	12/31/18
Timothy Stoller	1 yr. term	12/31/18
Jay Perez	1 yr. term	12/31/18

*5. Mayor to appoint the following to serve on the Citizens Advisory Committee to December 31, 2018: Hans Kalchbrenner, Susan Curran, Sharon Reissmann, Bill Yeomans, Denise Mercier, Meredith Schaum, Jeanine Mathews.

*6. Mayor to appoint the following to serve on the Green Team to December 31, 2018: Joanne Florio, Ted Preusch, Adam Greenbaum, Sophia Kotsopoulos, Jay Perez, Tim Stoller, Sharon Wolf, Jason Mathios, student rep. Katherine Hubbard.

7. Motion to select a Council member to serve as Council President for the Year 2018. (This item will be held over to the February meeting)

8. A motion by Councilman Durante, seconded by Councilwoman Florio to select Councilman Roger DeBerardine to serve as a Class III member on the USR Planning Board.

Roll Call: Ayes: Council members DiMartino, Durante, Florio.
Nays: None.

9. A motion by Councilman Durante, seconded by Councilman DiMartino to appoint Ted Preusch as JIF Commissioner for the year 2018.

Roll Call: Ayes: Council members DiMartino, Durante, Florio.
Nays: None.

10. Mayor appointed the following to serve on the USR Planning Board:

Class I	Mayor Minichetti	1 yr. term	12/31/18
Class II	Ted Preusch	1 yr. term	12/31/18
Class IV	Todd Bakal	4 yr. term	12/31/21
Class IV	Roy Polizzi	4 yr. term	12/31/21
Alt. I	Karen Miller	2 yr. term	12/31/19
Alt. III	Meredith Schaum	1 yr. term	12/31/18

11 . A motion by Councilwoman Florio, seconded by Councilman Durante to approve the following appointments to Council Committees:

Board of Health	Councilman Hafner
Dept. of Public Works	Councilman Ditkoff
Environmental Committee	Councilwoman Florio
Public Safety	Councilman Durante
Police	Councilman DeBerardine
Recreation	Councilman Ditkoff
Youth Guidance Council	Councilwoman Florio
Shade Tree	Councilman DeBerardine
Finance	Councilman DiMartino
Historic Preservation	Councilman Hafner

Roll Call: Ayes: Council members DiMartino, Durante, Florio.
Nays: None.

A motion by Councilwoman Florio, seconded by Councilman DiMartino to appoint Councilman Vincent Durante to serve as Council Liaison on the Emergency Management Council was unanimously approved by all Council members present.

RULE 7. Public Comments: None.

RULE 8. Adjournment:

A motion to adjourn by Councilman Florio, seconded by Councilman Durante was unanimously approved by all Council members present.
(Meeting adjourned at 8:20 pm).

Respectfully submitted,

Rose Vido, RMC
Borough Clerk