

CERTIFICATE OF APPRECIATION

AWARDED TO

**Mike Atheneo**

The Mayor and Council of the Borough of Hillsdale commends you for all of your assistance as an active member of the Hillsdale Auxiliary Police Department.

Awarded this 9th day of September, 2014

\_\_\_\_\_  
Mayor Max Arnowitz  
Borough of Hillsdale

CERTIFICATE OF APPRECIATION

AWARDED TO

**Jon Bologra**

The Mayor and Council of the Borough of Hillsdale commends you for all of your assistance as an active member of the Hillsdale Auxiliary Police Department.

Awarded this 9th day of September, 2014

\_\_\_\_\_  
Mayor Max Arnowitz  
Borough of Hillsdale

CERTIFICATE OF APPRECIATION

AWARDED TO

**Andy Perez**

The Mayor and Council of the Borough of Hillsdale commends you for all of your assistance as an active member of the Hillsdale Auxiliary Police Department.

Awarded this 9th day of September, 2014

\_\_\_\_\_  
Mayor Max Arnowitz  
Borough of Hillsdale

# CERTIFICATE OF APPRECIATION

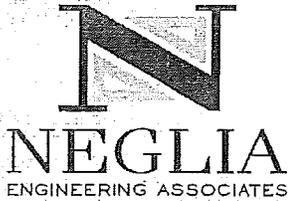
AWARDED TO

**Don Carty**

The Mayor and Council of the Borough of Hillsdale commends you for all of your assistance as an active member of the Hillsdale Auxiliary Police Department.

Awarded this    9th    day of    September   , 2014

\_\_\_\_\_  
Mayor Max Arnowitz  
Borough of Hillsdale



**ENGINEER'S REPORT  
BOROUGH OF HILLSDALE  
SEPTEMBER 2, 2014**

**DATE OF REPORT: AUGUST 26, 2014**

Joseph E. Neglia, PE, PP, PLS  
CEO, Chairman of the Board

Michael J. Neglia, PE, PP, PLS  
President

Gregory Polyniak, PE, PP

Michael F. Bertliner

Thomas R. Solfaro, PE, CME

Daniel Kaufman, PE, PP

Brian Intindola, PE

Joann Signa

Civil Engineering

Municipal Engineering

Landscape Architecture

Traffic Engineering

Planning

Land Surveying

Construction Management

34 Park Avenue

PO Box 426

Lyndhurst, NJ 07071

Tel: 201.939.8805

Fax: 201.939.0846

www.negliaengineering.com

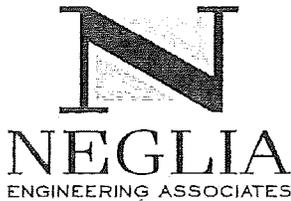
**1. FUNDING / GRANTING OPPORTUNITIES (YEAR 2014)**

Per the request of the Borough, Neglia Engineering Associates has researched funding / grant application programs available to the Borough based on the current assets and infrastructure to-date. A list of the potential applications available to the Borough and the anticipated submission dates, as revised, are provided below for review and consideration for planned improvements within the community.

FUNDING / GRANT PROGRAM SUBMISSION DATES		
Fund / Grant Name	Anticipated Project Resolution Date	Anticipated Submission Date
<i>Federal</i>		
Safe Routes to Schools (SRTS)	Obtained	Submitted June 27, 2014
Community Development Block Grant (CDBG)	September 2014	October 2014
Hazard Mitigation Assistance (HMA)		
Hazard Mitigation Grant Program (HMGP)	After Major Disaster	After Major Disaster
Pre-Disaster Mitigation (PDM)	September 2014	October 2014
Flood Mitigation Assistance (FMA)	September 2014	October 2014
Public Assistance (PA)	After Disaster & State of Emergency Declared	After Disaster & State of Emergency Declared
Assistance to Firefighters	September 2014	Dec 2014/Jan 2015
<i>State</i>		
Municipal Aid - 2015	October 7, 2014	October 14, 2014
County Aid	November 2014	December 2014
Local Aid Infrastructure	November 2014	December 2014
Bikeways	November 2014	December 2014
Safe Streets to Transit (SSTT)	November 2014	December 2014
Transit Village	November 2014	December 2014
Local Bridges, Future Needs	November 2014	December 2014
Green Acres / Blue Acres Funding	June 2015	July 2015
<i>County</i>		
Open Space, Recreation, Farmland & Historic Preservation	September 2014	October 31, 2014
Municipal Park Improvement	September 2014	October 31, 2014
200 Club Funding	Quarterly	Quarterly

**2. ITEMIZED LIST AND STATUS OF SUBMITTED GRANTS (YR 2013-14)**

Per the request of the Borough, Neglia Engineering Associates prepared an itemized list of grant applications that this office prepared and submitted to regulatory agencies for consideration in the year 2013-2014. They are as follows:



ITEMIZED LIST AND STATUS OF SUBMITTED GRANTS			
Grant	Date Submitted	Anticipated Decision	Review Status
Bergen County Open Space	8/26/2013	June 2014	Awarded ~
NJDOT Discretionary Aid (Kent Rd.)	8/20/2013	March 2014	Awarded #
NJDOT Discretionary Aid (Baylor Ave.)	8/20/2013	March 2014	Awarded #
NJDOT Local Aid Infrastructure Fund (Saddlewood Dr.)	9/19/2013	June 2014	Awarded ^
NJDOT Safe Routes to Schools (SRTS)	8/27/2014	Early 2015	Under Review

# NJDOT confirmed the award of \$250,000 in funding on March 21, 2014 per our conversation with Richard Loveless, NJDOT Local Aid Office.  
 % The Borough has made a decision to retract this request for funding.  
 ^ NJDOT confirmed the award of \$149,000 in funding on May 6, 2014 per NJDOT News release.  
 ~ Bergen County Open Space Trust Fund confirmed the award of \$40,787.00 in funding on June 25 2014 per emailed letter.

**3. VETERAN'S PARK IMPROVEMENTS (BERGEN COUNTY OPEN SPACE 2013)**

Per correspondence received from the Bergen County Open Space Trust Fund funding for the Veteran's Park Paver Patio & Walkway & Lighting project was awarded in the amount of \$40,787.00. This fund grant award has an expiration date of December 4, 2015. Project construction must be completed by this date. Neglia Engineering Associates understands that the Borough intends to Bond for this project in 2015.

**4. COMMUNITY DEVELOPMENT BLOCK GRANT STATUS (YEAR 2012)**

Per the request of the Borough, Neglia Engineering Associates has reviewed the awarded 2012 Community Development Block Grant (CDBG) applications for (1) a new accessible pool lift at Stonybrook Swim Club, and (2) installing automated door openers at Borough Hall. The 2012 CDBG applications are discussed in further detail below:

Accessible Pool Lift at Stonybrook Swim Club

- \$26,000 awarded for reimbursement
- Grant expires on June 30, 2014
- A pre-construction meeting was held on Thursday, April 17, 2014. Construction on the Pool Lift began in mid-May and was completed in early June. Closeout will begin once the contractor provides the required documentation.
- This project has been completed and close out documents were submitted to the Borough Clerk on July 15, 2014.
- Final close documents to be executed during the September 9, 2014 Mayor and Council meeting per correspondence with the Borough.

Automated Door Openers at Borough Hall

- \$65,000 awarded for reimbursement
- Grant expires on June 30, 2014\*
  - \* As per discussion at the project pre-construction meeting with Bergen County Community Development, full reimbursement will be provided if construction is completed by the end of August-2014.
- Neglia Engineering Associates solicited the Automated Door Opener project to six (6)



contractors on May 9, 2014. Door Hardware Installation submitted the only quote for \$13,627.20.

- An Award of Contract Resolution in the amount of \$13,627.20 was submitted and approved by the Mayor and Council in June 2014.
  - A pre-construction meeting was held on June 23, 2014 at Borough Hall with the Borough, our office, the contractor, and Bergen County Community Development present. The following was determined:
    1. The door sill at the Borough Hall parking lot entrance is damaged and needs to be replaced. Since it is damaged, the Borough cannot use grant funds to address this issue. We are acquiring a quote from the contractor, but anticipate the cost to be under \$500.
    2. The ADA door opener for the restroom will be eliminated from the project. Logistically, a privacy issue would arise if the restroom was in use and someone utilized the opener to enter the restroom.
    3. Construction is to begin in early August 2014 and is to be completed in two days per the contractor.
  - The automated door openers were installed the week of July 28, 2014. Project closeout will occur shortly.
  - Contractor has not submitted any documents for payment to date. Documents will be executed upon receipt.
5. **NJDOT MUNICIPAL AID GRANT (SADDLEWOOD DRIVE) & NJDOT DISCRETIONARY AID GRANT (KENT ROAD AND BAYLOR AVENUE)**

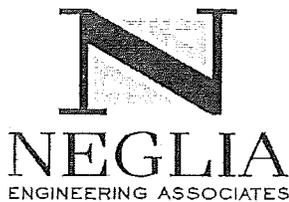
The NJDOT Discretionary Aid application funding for Kent Road and Baylor Avenue improvements were awarded in the amount of \$250,000. Per correspondence received from the NJDOT, the NJDOT Local Aid Infrastructure Fund application funding for the Saddlewood Drive improvements was awarded in the amount of \$149,000.

Neglia Engineering Associates submitted a proposal on May 22, 2014 for review and consideration for Surveying, Engineering and Construction Management Services that intends to combine the project locations noted above for the purposes of bidding, design and construction management.

A resolution to advertise for bids was submitted to the Borough Clerk on July 25, 2014.

A formal request to combine the projects was submitted to NJDOT on July 23, 2014 to obtain more competitive bidding on the overall project. The NJDOT approved the request on July 23, 2014 via a written letter submitted by Richard Loveless, Supervising Engineer.

A bid notice was submitted to the Borough Clerk on August 5, 2014 with an anticipation of accepting bids on September 3, 2014 at 11:00 am. Plans will be ready for contractor pickup on August 15, 2014.



6. **SENIOR PLAYGROUND PROJECT (BERGEN COUNTY OPEN SPACE 2014)**

Neglia Engineering Associates understands that the Borough may pursue grant funding for a Senior Playground.

Grant Application Deadline is October 31, 2014 by 4:30 pm.

The applicant is required to hold a Public Hearing on a proposed park development project before it submits its application. The hearing must be advertised as a display ad at least 15 days before the hearing. The hearing notice must specifically reference the proposed Bergen County Open Space Trust Fund Municipal Program Park Improvement application. If the Borough intends to submit this application, we recommend a public hearing take place at the September 2, 2014 Mayor and Council meeting.

A resolution authorizing the submission of the Trust Fund Municipal Program Application shall be submitted upon completion of the Public Hearing.

A conceptual plan along with a cost estimate was forwarded to the Borough via email on August 22, 2014 for review, comment and discussion during the September 2, 2014 Mayor and Council meeting.

7. **RESIDENT COMPLAINT - OAK STREET WATERCOURSE**

Neglia Engineering Associates attended a meeting with Donnie Russell (DPW Superintendent) and Tim Kelly (Bergen County Mosquito Commission) to inspect the Oak Street watercourse due to a resident complaint. In addition, we reviewed Borough Building Department files which included record surveys. We understand that the Borough Attorney is reviewing this matter further as it relates to the watercourse easement prescriptions.

8. **ROADWAY RESTORATION ORDINANCE**

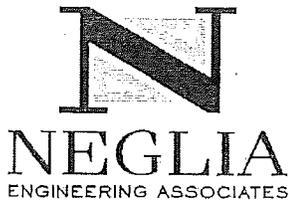
Neglia Engineering Associates has provided ordinance verbiage for a roadway restoration ordinance to be considered by the Borough. We understand that the Borough Attorney is utilizing this information to prepare the ordinance.

9. **KRAYCINOVICH PROPERTY**

Neglia Engineering Associates submitted a proposal via email to the Borough on August 25, 2014 to perform surveying services to address the Consent Order for Final Judgment on the Kraycinovich property located on Block 503, Lot 2.

10. **HILLSDALE MUNICIPAL LANDFILL – METHANE GAS SURVEY & GROUNDWATER MONITORING**

As directed by the Borough of Hillsdale, Neglia Engineering Associates submitted a solicitation for quotes to perform methane gas testing at Centennial Field as required by the NJDEP Closure Plan Approval on August 11, 2014.



Two bids were received. Neglia Engineering Associates prepared and submitted a recommendation letter on August 20, 2014 to award the project to Partners Engineering and Science, Inc. for the amount of \$3,000.00.

In addition to the methane gas testing, Neglia Engineering Associates submitted a solicitation for quotes to perform groundwater monitoring at Centennial Field as required by the NJDEP Closure Plan Approval on August 15, 2014 for receipt on August 25, 2014. Two bids were received. Upon review of the submitted quotes, Neglia Engineering Associates will prepare a recommendation letter.

Respectfully submitted,  
Neglia Engineering Associates

A handwritten signature in black ink, appearing to read 'Gregory Polyniak', written over a light blue grid background.

Gregory J. Polyniak, P.E., P.P., C.M.E.  
For the Borough Engineer  
Borough of Hillsdale

Respectfully submitted,  
Neglia Engineering Associates

A handwritten signature in black ink, appearing to read 'David Juzmeski', written over a light blue grid background.

David Juzmeski, P.E., P.P.  
For the Borough Engineer  
Borough of Hillsdale

# Memo

To: Borough Clerk, Mayor and Council  
From: Michelle E. Wood, Construction Official  
Date: 08/26/2014  
Re: Construction Department Report July 2014

---

	<u>July 2014</u>	<u>Year to Date</u>
Permits Issued	66	377
Updates Issued	2	17
Permit Fees Collected	\$17,945.00	\$107,948.00
UCC Penalties Collected	\$2,500.00	\$17,600.00
UCC Waived Fees	\$17,003.00	\$31,399.00
Certificates Issued	77	319

Respectfully Submitted,

Michelle E. Wood  
Construction Official

# OFFICE OF THE CONSTRUCTION OFFICIAL

## Account Summation-Summary

Report Run from 01/01/2014 To 07/31/2014

August 26, 2014 3:40:46PM

ACCOUNT:		Cash Amount	Check Amount	Credit Card Amount	Total Fee
PERMIT FEES	Sub Totals:	\$3,299.00	\$104,508.00	\$0.00	\$107,807.00
CCI	Sub Totals:	\$1,300.00	\$9,700.00	\$0.00	\$11,000.00
FPFEES	Sub Totals:	\$1,068.00	\$37,809.00	\$0.00	\$38,877.00
ZONING REVIEW	Sub Totals:	\$800.00	\$6,300.00	\$0.00	\$7,100.00
VIO FEES	Sub Totals:	\$500.00	\$15,800.00	\$0.00	\$16,300.00
NEW BUSINESS CO	Sub Totals:	\$240.00	\$880.00	\$0.00	\$1,120.00
PROPERTY LIST	Sub Totals:	\$70.00	\$30.00	\$0.00	\$100.00
CHANGE OF CONTRACTOR	Sub Totals:	\$45.00	\$75.00	\$0.00	\$120.00
COPIES	Sub Totals:	\$26.00	\$9.71	\$0.00	\$35.71
ZONING MAP	Sub Totals:	\$24.00	\$0.00	\$0.00	\$24.00
ADDITIONAL ESCROW	Sub Totals:	\$0.00	\$26,916.72	\$0.00	\$26,916.72
FP PENALTY	Sub Totals:	\$0.00	\$250.00	\$0.00	\$250.00
INFORMAL PLANNING BD	Sub Totals:	\$0.00	\$500.00	\$0.00	\$500.00
OTHER	Sub Totals:	\$0.00	\$100.00	\$0.00	\$100.00
OUTDOOR DINING	Sub Totals:	\$0.00	\$500.00	\$0.00	\$500.00
PB ESCROW	Sub Totals:	\$0.00	\$21,900.00	\$0.00	\$21,900.00
PB FILING FEE	Sub Totals:	\$0.00	\$6,200.00	\$0.00	\$6,200.00
PLAN REVIEW FEES	Sub Totals:	\$0.00	\$2,760.00	\$0.00	\$2,760.00
SOIL - ESCROW	Sub Totals:	\$0.00	\$8,100.00	\$0.00	\$8,100.00
SOIL - FILING FEE	Sub Totals:	\$0.00	\$825.00	\$0.00	\$825.00
TEMP. CERT. OF OCCUP	Sub Totals:	\$0.00	\$175.00	\$0.00	\$175.00
UCC PLAN REVIEW FEES	Sub Totals:	\$0.00	\$3,941.00	\$0.00	\$3,941.00
VIOLATION	Sub Totals:	\$0.00	\$1,300.00	\$0.00	\$1,300.00
ZONING BOOK	Sub Totals:	\$0.00	\$20.00	\$0.00	\$20.00
<b>GRAND TOTALS:</b>		<b>\$7,372.00</b>	<b>\$248,599.43</b>	<b>\$0.00</b>	<b>\$255,971.43</b>

**OFFICE OF CONSTRUCTION OFFICIAL**

**Construction Permit Activity Report**

RANGE: 01/01/2014 To 07/31/2014

August 26, 2014 3:47:15PM

**SUMMARY**

<u>CONSTRUCTION COSTS</u>		<u>COUNT</u>	
Cost Of Construction:	\$239,900.00	Cubic Footage:	32304 Cu.ft
Cost Of Alteration:	\$3,898,050.00	Square Footage:	2325 Sq.ft
Cost Of Demolition:	\$26,960.00	Permit Issued:	377
Total Cost:	\$4,164,910.00	Updates Issued:	17
		All Fees Waived:	9
		Municipal Fees Waived:	0

<u>PERMIT FEES</u>	<u>ADMIN FEES</u>	<u>WAIVED FEES</u>	<u>TOTAL FEES</u>
Building: \$79,971.00	Building: \$0.00	Building: \$29,326.00	Building Fees: \$50,645.00
Electrical: \$23,291.00	Electrical: \$0.00	Electrical: \$743.00	Electrical Fees: \$22,548.00
Fire : \$5,470.00	Fire : \$0.00	Fire : \$310.00	Fire Fees: \$5,160.00
Plumbing: \$23,090.00	Plumbing: \$0.00	Plumbing: \$1,020.00	Plumbing Fees: \$22,070.00
Elevator: \$0.00	Elevator: \$0.00	Elevator: \$0.00	Elevator Fees: \$0.00
Mechanical: \$0.00	Mechanical: \$0.00	Mechanical: \$0.00	Mechanical Fees: \$0.00
		* Total Waived: \$31,399.00	Technical Fees: \$100,423.00

**DCA**

	Calculated Fees	Waived Fees	Collected Fees
Volume Training Fee:	\$109.00	\$0.00	\$109.00
Alteration Training Fee:	\$6,609.00	\$1,955.00	\$4,654.00
DCA Minimum Fee:	\$13.00	\$5.00	\$8.00
Sub total Training Fee:	\$6,731.00	\$1,960.00	\$4,771.00

**TECHNICAL ISSUES**

Building Technical:	189
Electrical Technical:	173
Fire Protection Technical:	50
Plumbing Technical:	211
Elevator Technical:	1
Mechanical Technical:	

Certificate of Occupancy Fee:	\$4,460.00
Waived Certificate Fees:	\$1,706.00
Sub Total Certificate Fees:	\$2,754.00

**CERTIFICATE ISSUES**

Certificate of Occupancy:	25
Certificate of Approval:	294
Certificate of Continued Occupancy:	0

PERMIT FEES:	\$100,423.00
DCA FEES:	\$4,771.00
CERTIFICATE FEES:	\$2,754.00
MIN FEES:	\$0.00
NET TOTAL FEES:	\$107,948.00
PENALTIES COLLECTED:	\$17,600.00
CCO FEES:	\$0.00
OTHER FEES:	\$0.00
GRAND TOTAL FEES:	\$125,548.00

\* By State law (see N.J.S. 52:27D-126c): \$33,105.00

\* By Municipality (see N.J.S. 52:27D-126b): \$0.00

# Hillsdale Board of Health

380 Hillsdale Avenue, Hillsdale, NJ 07642  
201/666-4800, ext. 1525 FAX 201/358-5002  
Website: [www.Hillsdalenj.org](http://www.Hillsdalenj.org)

September 2, 2014

The Honorable Mayor and Council:

The following is the result of the monies received by the Board of Health for the month of August, 2014.

CHC Fees:	\$	280.00
Marriage Licenses:	\$	12.00
Transcripts	\$	186.00
Mayors Fee	\$	200.00
Total:	\$	<u>678.00</u>

Respectfully submitted,



Sarah Jeune  
Board of Health Secretary  
Deputy Registrar

# Hillsdale Board of Health

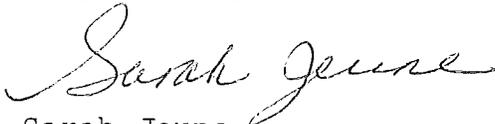
380 Hillsdale Avenue, Hillsdale, NJ 07642  
201/666-4800, ext. 1525 FAX 201/358-5002  
Website: [www.Hillsdalenj.org](http://www.Hillsdalenj.org)

## ACTIVITIES FOR THE MONTH OF AUGUST, 2014

<u>VITAL STATISTICS</u>	<u>MONTH</u>	<u>YEAR TO DATE</u>
Births for the month of July, 2014*	Males 1	23
	Females 4	12
Deaths for the month of August, 2014	Males 0	18
	Females 3	24
Marriages/Civil Unions:*		3
Transcripts:		8

\*Actual totals are recorded one month later because of delay in reports.

Respectfully submitted,



Sarah Jeune  
Deputy Registrar

# HILLSDALE POLICE DEPARTMENT



## MONTHLY ACTIVITY REPORT

Jul-14

### ACTIVITIES

#### CALLS FOR SERVICE

	This Month	YTD		This Month	YTD
Alarms	42	265	Harassment	2	20
Animal Complaints	23	165	Missing Persons	2	12
Assistance	27	151	Assist Other PD	2	88
Suspicious Person	6	67	Building Checks	149	1015
Suspicious M.V.	20	97	Open Doors	10	37
Suspicious Activity	16	100	Disputes	5	49
Fire Calls	17	136	911 Calls	140	1231
Medical Calls	71	519	Telephone Calls Rec'd	2850	23502

#### OFFENSES

	This Month	YTD		This Month	YTD
Assaults	1	9	Theft	3	12
Burglary	1	5	Missing Persons	2	10
Criminal Mischief	3	16	Liquor Laws	0	5
Drug Offense	1	18	Offenses Against Family	1	15
Fraud	4	25	Shoplifting	2	5
Weapons	0	1	Warrant Arrests	1	11

#### INVESTIGATIONS

	This Month	YTD		This Month	YTD
Adult Arrests	7	51	Juvenile Apprehensions	2	15
Total Cases	36	245	Total Cases	10	90

#### TRAFFIC

	This Month	YTD		This Month	YTD
Accidents	18	168	Summonses	133	1161
Injuries	1	19	Warnings	163	1391
			DWI Arrests	1	12

#### ABSENTEEISM

	This Month	YTD		This Month	YTD
Jul-14	4	52	Jan. to April 2014	52	
Jul-13	3	85	Jan. to April 2013	160	



## JUVENILE CASE INVESTIGATIONS

Month Of : July

Report Date: August 12, 2014

Submitted By: Det. Adam R. Hampton

### UCR Statistical Categories

	ALCOHOL VIOLATIONS		MORALS
	DRUG VIOLATIONS		M.V. VIOLATIONS
	ARSON/FIRES STARTING		BICYCLE VIOLATIONS
	ASSAULT/FIGHTING		PED./SKATEBOARD VIO.
	AUTO/BICYCLE THEFT		SEX OFFENSES
	BURGLARY		SHOPLIFTING
3	CRIMINAL MISCHIEF		SUSPICIOUS JUVENILE
	DOM. VIO./CHILD ABUSE		THEFT
	FIREWORKS		TRESPASSING
	HARASS/OBSCENE CALLS		WEAPONS POSSESSION
2	INCORRIGIBILITY	2	MISSING PERSON/RUNAWAY
3	DYFS CHECKS		TOBACCO
	MISCELLANEOUS		
<b>10</b>	<b>TOTAL CASES</b>		

### Offensive Case Action and Follow Up

2	TOTAL JUVENILE APPREHENSION
10	TOTAL JUVENILE STREET CONTACTS
4	TOTAL JUVENILE RELEASES/PARENTAL CONTACTS
2	TOTAL SIGNED COMPLAINTS/STATION HOUSE ADJUSTMENTS
8	INVESTIGATIVE FOLLOW-UP ACTIVITY
5	REFERRAL TO OTHER AGENCY
0	ONGOING INVESTIGATIONS

Criminal Case Investigations  
For  
JULY 2014

0...Arson  
1...Assaults  
0...Auto Theft  
1...Burglary  
3...Criminal Mischief  
0...Disorderly Conduct  
1...Drugs  
4...Fraud  
0...Homicide  
0...Robbery  
0...Sex offenses  
3...Theft  
0...Weapons  
2...Assist Other Jurisdiction  
2...Missing Persons Report

1...Driving under influence  
0...Embezzlement  
0...Forgery/Counterfeiting  
0...Gambling  
0...Liquor laws  
1...Offenses against family  
1...Stolen property  
5...Suspicion  
0...Vice  
4...All other offenses  
2...Shoplifting  
0...Bias Incidents  
2...Harassment  
1...Warrant Arrest O.J.  
4...Records Checks

**Total Cases: 36**

**Total Arrests: 7**

To: Capt. Francaviglia

Date: June, 2014

Ref: Monthly Report (Accidents Reports & Motor Vehicle  
Summons)

CC:

**Accidents:**

There were a total of 18 motor vehicle crashes for the month

There were a total of 13 reportable accidents for the month

There were a total of 1 injury motor vehicle accidents.

There were a total of 1 injuries due to motor vehicle accidents

**Summons:**

There were a total of 133 Motor Vehicle Summonses issued

There were a total of 41 Moving Violations

There were a total of 12 Parking Violations)

There were a total of 80 Other Violations

1 DWI Arrests: 1 by PO Kaplan

Hit-n-Run 3 cleared, 1 by Sgt McLaughlin, 1 by Sgt Carty, 1 by  
PO Camporeale

**Targeted Traffic Enforcement:**

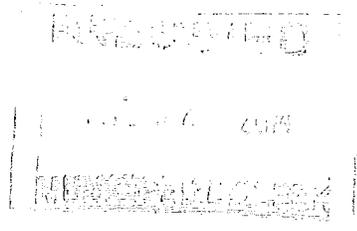
A total of 2 child restraints were installed during the month, this  
brings a total of 9  
seats installed in 2014.

A total of 6 specific targeted enforcement details were completed  
by patrol during the month. The radar sign was deployed 9 times  
during the month.

Respectfully submitted,  
Sgt. Daniel McLaughlin

mt

August 20, 2014



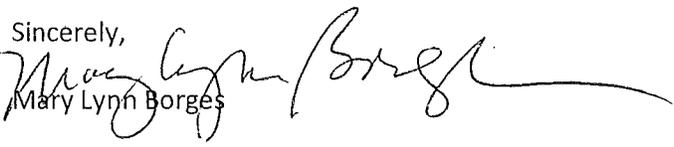
Mayor Arnowitz  
380 Hillsdale Avenue  
Hillsdale, NJ 07642

Dear Mayor Arnowitz,

I am writing to request permission to hold a block party for interested West Ell Road residents in the cul-de-sac on Glen Lane on Sunday, September 14<sup>th</sup>, 2014, from 2-6, with a rain-date of September 21<sup>st</sup>. This will be our third annual block party and it has proved to be a wonderful experience for all involved.

Thank you for your consideration.

Sincerely,

  
Mary Lynn Borges

Hillsdale, NJ 07642



# Borough of Hillsdale

380 Hillsdale Avenue • Hillsdale, New Jersey 07642-2794  
201-666-4800 • Fax: 201-358-5002 • www.hillsdalenj.org

## BLOCK PARTY PERMIT APPLICATION

Name of Block Party Coordinator: <i>Mary Deegan</i>	Date of Application: <i>8.14.2014</i>
Street Address: <i>87 Conklin Av Hillsdale</i>	
Home Phone #:	Cell Phone #:
Email Address:	

Please submit your application to the Borough Clerk at least 21 days prior to the proposed Block Party.

Date of Block Party: <i>9/27</i> <sup>not 8/31</sup>	Rain Date: _____
Application submitted by: <i>Mary Deegan</i>	
Hours of proposed Street Closure: <i>3pm - 11pm</i>	
Street to be closed: <i>Conklin Av</i>	
Intersections: <i>between Kinderkamaek + Magnolia</i>	

Upon completion, please submit this application to the Borough Clerk, Susan Witkowski at 380 Hillsdale Avenue, Hillsdale, NJ 07642. You may also fax the application to 201-358-5002. For more information, including possible insurance requirements, please email Susan Witkowski at [switkowski@hillsdalenj.org](mailto:switkowski@hillsdalenj.org). You will be notified via email/mail of your approval/denial.

FOR OFFICE USE ONLY			
Borough Clerk	<input type="checkbox"/> Approved	initial _____	<input type="checkbox"/> Denied _____
Police Dept	<input type="checkbox"/> Approved	initial _____	<input type="checkbox"/> Denied _____
DPW	<input type="checkbox"/> Approved	initial _____	<input type="checkbox"/> Denied _____
Your application for a Block Party has been Approved/Denied			
Susan Witkowski, Borough Clerk			Date _____

*originally requested, and was granted, permission for party on 8/31. We have changed the date to Saturday, September 27.*



# Borough of Hillsdale

380 Hillsdale Avenue • Hillsdale, New Jersey 07642-2794  
201-666-4800 • Fax: 201-358-5002 • www.hillsdalenj.org

RECEIVED

SEP - 2 2014

Initial: SW

## BLOCK PARTY PERMIT APPLICATION

Name of Block Party Coordinator: <u>Jonathan Najarian</u>	Date of Application: <u>9-1-14</u>
Street Address: <u>257 Liberty Avenue</u>	
Home Phone #: _____	Cell Phone #: _____
Email Address: _____	

Please submit your application to the Borough Clerk at least 21 days prior to the proposed Block Party.

Date of Block Party: <u>Sat. Sept. 20, 2014</u>	Rain Date: <u>Sept. 21, 2014</u>
Application submitted by: <u>Jonathan Najarian</u>	
Hours of proposed Street Closure: <u>2pm - 10pm</u>	
Street to be closed: <u>Liberty Avenue</u>	
Intersections: <u>Kinderkamack to Holdrum</u>	

Upon completion, please submit this application to the Borough Clerk, Susan Witkowski at 380 Hillsdale Avenue, Hillsdale, NJ 07642. You may also fax the application to 201-358-5002. For more information, including possible insurance requirements, please email Susan Witkowski at [switkowski@hillsdalenj.org](mailto:switkowski@hillsdalenj.org). You will be notified via email/mail of your approval/denial.

### FOR OFFICE USE ONLY

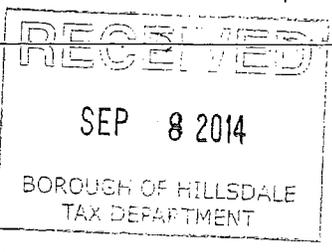
Borough Clerk	<input type="checkbox"/> Approved	initial _____	<input type="checkbox"/> Denied	_____
Police Dept	<input type="checkbox"/> Approved	initial _____	<input type="checkbox"/> Denied	_____
DPW	<input type="checkbox"/> Approved	initial _____	<input type="checkbox"/> Denied	_____

Your application for a Block Party has been Approved/Denied

\_\_\_\_\_  
Susan Witkowski, Borough Clerk

Date \_\_\_\_\_





# Borough of Hillsdale

380 Hillsdale Avenue • Hillsdale, New Jersey 07642-2794  
201-666-4800 • Fax: 201-358-5002 • www.hillsdalenj.org

## BLOCK PARTY PERMIT APPLICATION

Name of Block Party Coordinator: <i>Geraldine Beatty &amp; Rick Savino</i>		Date of Application: <i>9-8-14</i>
Street Address: <i>64 Westdale Ave</i>		
Home Phone #:	Cell Phone #:	
Email Address:		

Please submit your application to the Borough Clerk at least **21** days prior to the proposed Block Party.

Date of Block Party: <i>9-21 Sunday</i>	Rain Date: <i>N/A</i>
Application submitted by: <i>Rick Savino</i>	
Hours of proposed Street Closure: <i>3-9:00 pm</i>	
Street to be closed: <i>Westdale Ave</i>	
Intersections: <i>Everdell &amp; Midland</i>	

Upon completion, please submit this application to the Borough Clerk, Susan Witkowski at 380 Hillsdale Avenue, Hillsdale, NJ 07642. You may also fax the application to 201-358-5002. For more information, including possible insurance requirements, please email Susan Witkowski at [switkowski@hillsdalenj.org](mailto:switkowski@hillsdalenj.org). You will be notified via email/mail of your approval/denial.

FOR OFFICE USE ONLY

Borough Clerk	<input type="checkbox"/> Approved	initial _____	<input type="checkbox"/> Denied	_____
Police Dept	<input type="checkbox"/> Approved	initial _____	<input type="checkbox"/> Denied	_____
DPW	<input type="checkbox"/> Approved	initial _____	<input type="checkbox"/> Denied	_____

Your application for a Block Party has been Approved/Denied

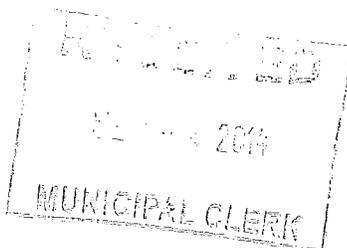
\_\_\_\_\_  
Susan Witkowski, Borough Clerk

Date \_\_\_\_\_

Regular and Certified Mail

August 29, 2014

Borough of Hillsdale  
Att: Susan Witkowski, Borough Clerk  
380 Hillsdale Avenue  
Hillsdale, NJ 07642



**PM**  
PREFERRED  
MANAGEMENT, INC  
25 Charles Street  
Westwood, NJ 07675  
Tel (201) 358-9399  
Fax (201) 358-9398  
www.prfmgt.com

*RE: Stonybrook Condominium Association, Hillsdale, New Jersey*

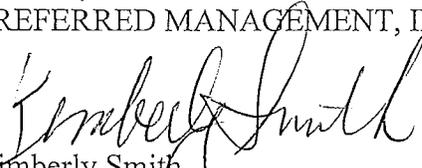
Dear Ms. Witkowski:

Management met with the Board of Directors of Stonybrook Manor, and they are requesting a reply, in writing, as to the decision made not allowing them to continue to have their landscaper place the leaves in the parking lot of Stonybrook Swim Club, where all the leaves in the town are placed by the DPW. Stonybrook's Association is actually saving the Borough of Hillsdale time and the burden of having the town pick up the leaves at curbside. The landscaper will collect the leaves, but would like to continue to dispose of the leaves at the swim club.

Please be aware, that Stonybrook Manor Association pays approximately \$600,000 a year in property taxes from the 42 unit owners. At this time the only municipal services that Stonybrook receives, only consists of the reimbursement of \$700 for the street lights. Stonybrook Manor has forfeited the snow removal from the town, and they are not asking the town to pick up the leaves, but only to have the landscaper place the leaves in the corner of the parking lot of the swim club. The Association does not think this is too much to ask and they would like to continue with the services that they had in the past.

Thank you for your assistance in this matter, and would appreciate an answer by September 5<sup>th</sup>, 2014.

Sincerely,  
PREFERRED MANAGEMENT, INC.

  
Kimberly Smith  
As Agent for Stonybrook Condominium Association

KS/dd

Cc: Mayor of Hillsdale, Max Arnowitz



# Borough of Hillsdale

380 Hillsdale Avenue • Hillsdale, New Jersey 07642-2794

201-666-4800 • Fax: 201-358-5002 • [www.hillsdalenj.org](http://www.hillsdalenj.org)

Susan Witkowski, Borough Clerk

Denise Kohan, Deputy Borough Clerk

March 31, 2014

Kimberly Smith  
C/O Preferred Management, Inc.  
Agent for Stonybrook Condominium Association  
25 Charles Street  
Westwood, NJ 07675

Re: Stonybrook Condominium Association request for Winter Season 2014-2015

Dear Ms. Smith:

In response to your letter dated March 26, 2014, requesting brine for the streets of Stonybrook Manor which include Drake, Schill and Bradshaw for next winter season cannot be met. To date, the Borough of Hillsdale does not use brine on our streets.

In regards to snow plowing, please make sure your snow plowing company is aware that they may not push the snow up against the emergency gates on the end of the streets as they have during the past snow storms. These gates need to be free and clear in case of emergencies.

In regards to leaf removal, please also make sure your landscapers are aware that leaves must be removed and cannot be left on the property.

We kindly thank you for your assistance. Should you have any questions, please do not hesitate to contact me at 201-666-4800 ext. 1520.

Sincerely,

Susan Witkowski  
Borough Clerk

SW/dk

**BOROUGH OF HILLSDALE  
RESOLUTION 14191**

---

**AUTHORIZING DISPOSAL OF SURPLUS PROPERTY**

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

WHEREAS, the Municipal Council are desirous of selling said surplus property in an “as is” condition without express or implied warranties.

NOW THEREFORE, BE IT RESOLVED by the Municipal Council in the Borough of Hillsdale in the County of Bergen as follows:

(1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Borough Clerk’s Office;

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

(3) The fee charged by GovDeals is seven and one-half (7 ½%) percent of the gross sale receipt with no listing charge or advertising charge;

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

(5) A list of the surplus property to be sold is as follows:

ITEM	MODEL #	SERIAL #
Mobile Video Recorder	MV7A	074644
2 Way Telephone	C200	740czk0026
Mobile Video Recorder	MV7A	0103278
Mobile Vision Mobile Video	MV7A	07643
Radar Unit	K55	30520
Radar Unit	K55	40698
2 Way Telephone	C200	740czk0028
1999 Ford	Explorer	1FMZU34XXXUC87270
2003 Ford	Crown Vic	2FAHP71W03X216372
1999 Ford	E-150 Van	1FTRE1428XHC02798
NJ Statute Books	2013 Edition	Set of 8 compact edition
17 Various Bikes	Various	Various

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

(7) The Borough Administrator is authorized to set minimum bids, set reserves below which bids will be rejected, set bidding increments, group items for sale by lots, and the right to accept or reject any bids submitted.

(8) The Borough Administrator sets the auction date.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE**  
**RESOLUTION 14192**

**RESOLUTION AUTHORIZING REDEMPTION & PREMIUM**

WHEREAS, The Tax Collection held a Tax Sale on September 29, 2010 and at the sale a lien was sold on Block 704 Lot 2, also known as 647 Hillsdale Ave., Hillsdale, NJ 07642 for 2009 delinquent taxes and,

WHEREAS, this lien, known as Tax Sale Certificate #10-00002 was sold to NER Family Associates, LLC, PO Box 196, Hawthorne, NJ 07507 for 0% redemption fee and a \$7,100 premium and,

WHEREAS, Brian Giblin, Atty, 240 Forest Avenue, Paramus, NJ 07652 has effected redemption of Certificate #10-00002 in the amount of \$39,843.22.

NOW, THEREFORE, BE IT RESOLVED, that the Tax Collector is authorized to issue a check in the amount of \$39,843.32 payable to NER Family Associates, LLC for the redemption of this certificate.

BE IT FURTHER RESOLVED,, that the Tax Collector is authorized to issue a check in the amount of \$7,100 (Premium) to the aforementioned lienholder.

**CERTIFICATION OF AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirements, I, Durene Ayer, Chief Financial Officer of the Borough of Hillsdale, have ascertained that there are available sufficient uncommitted funds in the 2014 Municipal Operating Budget Funds to satisfy Tax Refund for this certification are therefore being made available and certified against Acct# 4-01-55-901-017 Total Certified Amount: \$39,843.22 and Escrow Account# 0000000007 in the amount of \$7,100.00.

  
Durene Ayer  
Treasurer/Chief Financial Officer

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE  
RESOLUTION 14193**

**RESOLUTION AUTHORIZING REDEMPTION & PREMIUM**

WHEREAS, The Tax Collection held a Tax Sale on May 28, 2014 and at the sale a lien was sold on Block 1205 Lot 10, also known as 101 West St., Hillsdale, NJ 07642 for 2013 delinquent taxes and,

WHEREAS, this lien, known as Tax Sale Certificate #13-00003 was sold to Stonefield Investment Fund III, LLC, 21 Robert Pitt Dr., Suite 202, Monsey, New York 10952 for 0% redemption fee and a \$53,000 premium and,

WHEREAS, the above homeowner is in bankruptcy as of October 2013 and the properties should not have gone to tax sale.

NOW, THEREFORE, BE IT RESOLVED, that the Tax Collector is authorized to issue a check in the amount of \$33,246.79 payable to Stonefield Investment Fund III, LLC for the refund of monies paid.

Be it further resolved, that the Tax Collector is authorized to issue a check in the amount of \$53,000 Premium to the aforementioned lienholder.

**CERTIFICATION OF AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirements, I, Durene Ayer, Chief Financial Officer of the Borough of Hillsdale, have ascertained that there are available sufficient uncommitted funds in the 2014 Municipal Operating Budget Funds to satisfy Tax Refund for this certification are therefore being made available and certified against Acct# 4-01-55-901-017 Total Certified Amount: \$33,246.79 and Escrow Account# 0000000007 in the amount of \$53,000.00.

  
Durene Ayer  
Treasurer/Chief Financial Officer

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE**  
**RESOLUTION 14194**

**RESOLUTION PROVIDING FOR THE INSERTION OF ANY SPECIAL ITEM OF REVENUE  
IN THE BUDGET OF ANY COUNTY OR MUNICIPALITY PURSUANT TO N.J.S.A. 40a4-87  
(CHAPTER 159), P.L. 1948**

WHEREAS, N.J.S. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount, and

**SECTION 1**

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hillsdale, in the County of Bergen, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the utility budget of the year 2014 in the sum of \$26,000 which item is now available as revenue from the Bergen County Community Development fund.

SPECIAL ITEMS OF GENERAL REVENUE ANTICIPATED

BCCD ADA Pool Lift - \$26,000

Pursuant to the provisions of the statute; and

**SECTION 2**

BE IT FURTHER RESOLVED, the like sum of \$26,000 be and the same is hereby appropriated under the caption of:

CAPITAL IMPROVEMENTS

BCCD ADA Pool Lift - \$26,000

**SECTION 3**

BE IT FURTHER RESOLVED, the above is the result of funds due to the Borough of Hillsdale, from the Bergen County Community Development fund, that were not available at the time of the adoption of the 2014 budget.

NOW BE IT RESOLVED, that the Borough Clerk forward two certified copies of this resolution to the Director of Local Government Services for approval.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE  
RESOLUTION 14195**

---

**PETTY CASH POLICIES 2014**

**WHEREAS**, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash fund; and

**WHEREAS**, the Chief Financial Officer has prepared the attached polices for the following Petty Cash Funds:

- Borough Clerk
- Police Department
- Detective Bureau
- General Public Assistance Maintenance

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Council of the Borough of Hillsdale that the attached policies be adopted as the Petty Cash policies of the Borough of Hillsdale.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor



# Borough of Hillsdale

## PETTY CASH POLICY BOROUGH CLERK

### I. PURPOSE/INTENT

The purpose of this policy is to define the guidelines for petty cash. The dollar amount allowed to the Borough of Hillsdale's petty cash fund shall be \$200.00.

### II. DEFINITIONS

*Petty Cash* - may be used for small purchases that must be made quickly and without prior notice on a contingency basis, or for official, organized activities of the Borough of Hillsdale or the various boards that function as part of the Borough. Petty cash may ONLY be used when preferred methods of purchase (e.g. purchase requisition) are not feasible.

*Petty Cash Receipt* - Attached to the original vendor receipt at the time of petty cash disbursement. Includes the following information: date of the disbursement, purpose of the disbursement, amount of the disbursement, budget account number to be charged, signature of the employee receiving the petty cash, signature of the employee's direct supervisor and signature of the petty cash fund custodian (Borough Clerk/ Administrator).

*Request for Receipt of Petty Cash Reimbursement* - Receipt submitted by the petty cash custodian (Borough Clerk/ Administrator) to the requestor when requesting petty cash fund reimbursement.

### III. POLICY/PROCEDURE

The maximum amount of the petty cash fund is \$200.00. The maximum amount of reimbursement or payment is \$75.00 per transaction/receipt.

#### Maintenance of Petty Cash Fund

1. The petty cash fund is maintained by the Finance Office.



2. The petty cash fund must have only one custodian, the Borough Clerk/ Administrator, responsible for disbursements. In the event the petty cash custodian, the Borough Clerk/ Administrator, is unavailable, only the Chief Finance Officer (CFO) is authorized to disburse the fund.
3. The petty cash fund shall be maintained in a cash box, which is to be locked at all times other than when disbursing cash. Only the petty cash fund custodian (Borough Clerk/ Administrator) and the CFO are to have access to the key, which is to be properly secured at all times to prevent access by unauthorized persons.
4. Expenditures made from petty cash shall not exceed \$75.00 per transaction/receipt. Purchases must not be split into multiple transactions to circumvent the \$75.00 limit. Expenditures exceeding \$75.00 must be paid via a purchase requisition/P.O.
5. Shortages and overages are the responsibility of the petty cash fund custodian.
6. Each disbursement of funds requires a completed petty cash receipt and original paid receipt attached. A completed petty cash receipt has a date of the disbursement, the purpose of the disbursement, the amount of the disbursement, the account number to be charged, the signature of the employee receiving the petty cash and the signatures for the appropriate Supervisor and the petty cash custodian.
7. If the petty cash custodian is receiving the disbursement, the CFO must sign the petty cash receipt and disburse the funds.
8. Advances - None permitted.
9. The following are strictly **prohibited**: I.O.U.'s to the petty cash fund for employee personal use, cashing personal checks for any Borough employee and reimbursing purchases not for official Borough business.
10. Improperly completed reimbursement requests will not be processed. It is not the custodian's responsibility to complete the form or obtain the required signatures.





# Borough of Hillsdale

## PETTY CASH POLICY POLICE DEPARTMENT

### I. PURPOSE/INTENT

The purpose of this policy is to define the guidelines for petty cash. The dollar amount allowed to the Borough of Hillsdale's petty cash fund shall be \$200.00.

### II. DEFINITIONS

*Petty Cash* - may be used for small purchases that must be made quickly and without prior notice on a contingency basis, or for official, organized activities of the Borough of Hillsdale or the various boards that function as part of the Borough. Petty cash may ONLY be used when preferred methods of purchase (e.g. purchase requisition) are not feasible.

*Petty Cash Receipt* - Attached to the original vendor receipt at the time of petty cash disbursement. Includes the following information: date of the disbursement, purpose of the disbursement, amount of the disbursement, budget account number to be charged, signature of the employee receiving the petty cash, signature of the employee's direct supervisor and signature of the petty cash fund custodian (Police Chief).

*Request for Receipt of Petty Cash Reimbursement* - Receipt submitted by the petty cash custodian (Police Chief) to the requestor when requesting petty cash fund reimbursement.

### III. POLICY/PROCEDURE

The maximum amount of the petty cash fund is \$200.00. The maximum amount of reimbursement or payment is \$75.00 per transaction/receipt.

#### Maintenance of Petty Cash Fund

1. The petty cash fund is maintained by the Police Department.



2. The petty cash fund must have only one custodian, the Police Chief, responsible for disbursements. In the event the petty cash custodian, the Police Chief, is unavailable, only the Chief Finance Officer (CFO) is authorized to disburse the fund.
3. The petty cash fund shall be maintained in a cash box, which is to be locked at all times other than when disbursing cash. Only the petty cash fund custodian (Police Chief) and the CFO are to have access to the key, which is to be properly secured at all times to prevent access by unauthorized persons.
4. Expenditures made from petty cash shall not exceed \$75.00 per transaction/receipt. Purchases must not be split into multiple transactions to circumvent the \$75.00 limit. Expenditures exceeding \$75.00 must be paid via a purchase requisition/P.O.
5. Shortages and overages are the responsibility of the petty cash fund custodian.
6. Each disbursement of funds requires a completed petty cash receipt and original paid receipt attached. A completed petty cash receipt has a date of the disbursement, the purpose of the disbursement, the amount of the disbursement, the account number to be charged, the signature of the employee receiving the petty cash and the signatures for the appropriate Supervisor and the petty cash custodian.
7. If the petty cash custodian is receiving the disbursement, the CFO must sign the petty cash receipt and disburse the funds.
8. Advances - None permitted.
9. The following are strictly **prohibited**: I.O.U.'s to the petty cash fund for employee personal use, cashing personal checks for any Borough employee and reimbursing purchases not for official Borough business.
10. Improperly completed reimbursement requests will not be processed. It is not the custodian's responsibility to complete the form or obtain the required signatures.





# Borough of Hillsdale

## PETTY CASH POLICY DETECTIVE BUREAU

### I. PURPOSE/INTENT

The purpose of this policy is to define the guidelines for petty cash. The dollar amount allowed to the Borough of Hillsdale's petty cash fund shall be \$200.00.

### II. DEFINITIONS

*Petty Cash* - may be used for small purchases that must be made quickly and without prior notice on a contingency basis, or for official, organized activities of the Borough of Hillsdale or the various boards that function as part of the Borough. Petty cash may ONLY be used when preferred methods of purchase (e.g. purchase requisition) are not feasible.

*Petty Cash Receipt* - Attached to the original vendor receipt at the time of petty cash disbursement. Includes the following information: date of the disbursement, purpose of the disbursement, amount of the disbursement, budget account number to be charged, signature of the employee receiving the petty cash, signature of the employee's direct supervisor and signature of the petty cash fund custodian (Detective/Sergeant).

*Request for Receipt of Petty Cash Reimbursement* - Receipt submitted by the petty cash custodian (Detective/Sergeant) to the requestor when requesting petty cash fund reimbursement.

### III. POLICY/PROCEDURE

The maximum amount of the petty cash fund is \$200.00. The maximum amount of reimbursement or payment is \$75.00 per transaction/receipt.

#### Maintenance of Petty Cash Fund

1. The petty cash fund is maintained by the Detective Bureau.



2. The petty cash fund must have only one custodian, the Detective/Sergeant, responsible for disbursements. In the event the petty cash custodian, the Detective/Sergeant, is unavailable, only the Chief Finance Officer (CFO) is authorized to disburse the fund.
3. The petty cash fund shall be maintained in a cash box, which is to be locked at all times other than when disbursing cash. Only the petty cash fund custodian (Detective/Sergeant) and the CFO are to have access to the key, which is to be properly secured at all times to prevent access by unauthorized persons.
4. Expenditures made from petty cash shall not exceed \$75.00 per transaction/receipt. Purchases must not be split into multiple transactions to circumvent the \$75.00 limit. Expenditures exceeding \$75.00 must be paid via a purchase requisition/P.O.
5. Shortages and overages are the responsibility of the petty cash fund custodian.
6. Each disbursement of funds requires a completed petty cash receipt and original paid receipt attached. A completed petty cash receipt has a date of the disbursement, the purpose of the disbursement, the amount of the disbursement, the account number to be charged, the signature of the employee receiving the petty cash and the signatures for the appropriate Supervisor and the petty cash custodian.
7. If the petty cash custodian is receiving the disbursement, the CFO must sign the petty cash receipt and disburse the funds.
8. Advances - None permitted.
9. The following are strictly **prohibited**: I.O.U.'s to the petty cash fund for employee personal use, cashing personal checks for any Borough employee and reimbursing purchases not for official Borough business.
10. Improperly completed reimbursement requests will not be processed. It is not the custodian's responsibility to complete the form or obtain the required signatures.





# Borough of Hillsdale

## PETTY CASH POLICY GENERAL PUBLIC ASSISTANCE MAINTENANCE

### I. PURPOSE/INTENT

The purpose of this policy is to define the guidelines for petty cash. The dollar amount allowed to the Borough of Hillsdale's petty cash fund shall be \$100.00.

### II. DEFINITIONS.

*Petty Cash* - may be used for small purchases that must be made quickly and without prior notice on a contingency basis, or for official, organized activities of the Borough of Hillsdale or the various boards that function as part of the Borough. Petty cash may ONLY be used when preferred methods of purchase (e.g. purchase requisition) are not feasible.

*Petty Cash Receipt* - Attached to the original vendor receipt at the time of petty cash disbursement. Includes the following information: date of the disbursement, purpose of the disbursement, amount of the disbursement, budget account number to be charged, signature of the employee receiving the petty cash, signature of the employee's direct supervisor and signature of the petty cash fund custodian (Director of Welfare).

*Request for Receipt of Petty Cash Reimbursement* - Receipt submitted by the petty cash custodian (Director of Welfare) to the requestor when requesting petty cash fund reimbursement.

### III. POLICY/PROCEDURE

The maximum amount of the petty cash fund is \$100.00. The maximum amount of reimbursement or payment is \$100.00 per transaction/receipt.

#### Maintenance of Petty Cash Fund

1. The petty cash fund is maintained by the General Public Assistance Maintenance Department.



2. The petty cash fund must have only one custodian, the Director of Welfare, responsible for disbursements. In the event the petty cash custodian, the Director of Welfare, is unavailable, only the Chief Finance Officer (CFO) is authorized to disburse the fund.
3. The petty cash fund shall be maintained in a cash box, which is to be locked at all times other than when disbursing cash. Only the petty cash fund custodian (Director of Welfare) and the CFO are to have access to the key, which is to be properly secured at all times to prevent access by unauthorized persons.
4. Expenditures made from petty cash shall not exceed \$100.00 per transaction/receipt. Purchases must not be split into multiple transactions to circumvent the \$100.00 limit. Expenditures exceeding \$100.00 must be paid via a purchase requisition/P.O.
5. Shortages and overages are the responsibility of the petty cash fund custodian.
6. Each disbursement of funds requires a completed petty cash receipt and original paid receipt attached. A completed petty cash receipt has a date of the disbursement, the purpose of the disbursement, the amount of the disbursement, the account number to be charged, the signature of the employee receiving the petty cash and the signatures for the appropriate Supervisor and the petty cash custodian.
7. If the petty cash custodian is receiving the disbursement, the CFO must sign the petty cash receipt and disburse the funds.
8. Advances - None permitted.
9. The following are strictly **prohibited**: I.O.U.'s to the petty cash fund for employee personal use, cashing personal checks for any Borough employee and reimbursing purchases not for official Borough business.
10. Improperly completed reimbursement requests will not be processed. It is not the custodian's responsibility to complete the form or obtain the required signatures.





Joseph E. Neglia, PE, PP, PLS  
CEO, Chairman of the Board

Michael J. Neglia, PE, PP, PLS  
President

Gregory Polyniak, PE, PP

Michael F. Berliner

Thomas R. Solfaro, PE, CME

Daniel Kaufman, PE, PP

Brian Intindola, PE

Joann Signa

Civil Engineering

Municipal Engineering

Landscape Architecture

Traffic Engineering

Planning

Land Surveying

Construction Management

34 Park Avenue

PO Box 426

Lyndhurst, NJ 07071

Tel: 201.939.8805

Fax: 201.939.0846

www.negliaengineering.com

## AGREEMENT FOR PROFESSIONAL SERVICES

**DATE:** August 25, 2014

**TO:** Mayor and Council  
Borough of Hillsdale  
380 Hillsdale Avenue  
Hillsdale, New Jersey 07642

**ATTN:** Susan Witkowski, R.M.C.  
Borough Administrator / Municipal Clerk

**FROM:** Gregory J. Polyniak, P.E., P.P., C.M.E.  
David Juzmeski, P.E., P.P.

**RE:** Proposal for Land Surveying Services  
Block 503, Lots 1 and 2  
Borough of Hillsdale, Bergen County, New Jersey

Neglia Engineering Associates has received the following request to provide Land Surveying Services for the above referenced project.

### Description of Services

See attached Scope of Services.

**Requested By:** Mayor & Council  
Borough of Hillsdale

**Date of Request:** August 19, 2014

This agreement, when approved by the **Borough of Hillsdale** will be completed as follows:

On a lump sum basis for a cost of **Two Thousand Nine Hundred and Ninety Dollars (\$2,990.00)** representing Surveying Services.

This document constitutes an agreement for services that will be provided subject to the attached Standard Terms and Conditions.



**I. BACKGROUND**

The Borough of Hillsdale, in compliance with an executed Consent Order for Final Judgment and Recording, is in need of a boundary survey of Lot 2, Block 503 (known as the Kraycinovich Property) and property line demarcation for that portion of same which lies along and is contiguous to Lot 1, Block 503 per letter dated August 19, 2014 as prepared by Eric M. Bernstein, Esq. of Eric M. Bernstein & Associates, LLC. Neglia Engineering Associates has prepared this proposal to provide Land Surveying Services for this project.

**II. SCOPE OF SERVICES**

**Boundary Survey**

Neglia Engineering Associates will prepare a boundary survey in accordance with the rules and regulations promulgated by the New Jersey State Board of Professional Engineers and Land Surveyors (NJAC 13:40-5.1). Neglia Engineering Associates will perform the initial research, including record deeds and filed maps, which will be the documentation upon which the survey will be based. We would provide the following services for this project:

1. Perform deed and map research, calculate deed closures, analyze record data
2. Perform field survey to establish record property lines
3. Prepare plan of survey
4. Prepare metes and bounds description of Block 503, Lot 2
5. Stake that portion of the property line between said Lot 2 and Block 503, Lot 1

**This project phase will be billed on a lump sum basis for a cost of Two Thousand Nine Hundred and Ninety Dollars (\$2,990.00).**

**II. DELIVERABLES**

We will provide three copies of the signed and sealed survey.

**IV. ANTICIPATED TIME FRAME**

Neglia Engineering Associates is prepared to start the described services immediately, upon receipt of a signed copy of this agreement and the General Conditions.

**V. PAYMENTS AND COST OF SERVICES**

Invoices will be submitted to your attention on a monthly basis to monitor the progress of the project.

**VI. CONDITIONS AND EXCLUSIONS**

This proposal does not include any other site / civil design aspects other than those design items mentioned above. It assumes that off-site utility work / design will not be required for the project and that off-site utilities have sufficient capacity. The proposal does not include any survey and off-site survey, wetland delineation and wetland surveying services, construction stakeout or construction management service, as-built survey work



Joseph E. Neglia, PE, PP, PLS  
CEO, Chairman of the Board

Michael J. Neglia, PE, PP, PLS  
President

Gregory Polyniak, PE, PP

Michael F. Berliner

Thomas R. Solfaro, PE, CME

Daniel Kaufman, PE, PP

Brian Intindola, PE

Joann Signa

Civil Engineering

Municipal Engineering

Landscape Architecture

Traffic Engineering

Planning

Land Surveying

Construction Management

34 Park Avenue

PO Box 426

Lyndhurst, NJ 07071

Tel: 201.939.8805

Fax: 201.939.0846

www.negliaengineering.com

## AGREEMENT FOR PROFESSIONAL SERVICES

**DATE:** May 22, 2014

**TO:** Mayor & Council  
Borough of Hillsdale  
380 Hillsdale Avenue  
Hillsdale, New Jersey 07642

**FROM:** Gregory J. Polyniak, P.E., P.P., C.M.E.

**RE:** Proposal for Surveying, Engineering and Construction  
Management Services  
NJDOT Municipal Aid Grant (Saddlewood Drive) & NJDOT  
Discretionary Aid Grant (Kent Road and Baylor Avenue)  
Borough of Hillsdale, Bergen County, New Jersey

Neglia Engineering Associates has provided this proposal for professional surveying, engineering, and construction management services for the Kent Road, Baylor Road, and Saddlewood Drive in the Borough. It is our understanding through NJDOT correspondence that the Borough has received an NJDOT Municipal Aid Grant to construct roadway improvements up to the grant amount of \$149,000.00 on Saddlewood Drive. In addition, we understand that the Borough has received an NJDOT Discretionary Aid Grant to construct roadway improvements up to the grant amount of \$250,000.00 on Kent Road and Baylor Avenue.

It shall be noted that our office's engineering estimate included within the both NJDOT Grant submissions illustrated budgets above the awarded grant amounts. Therefore, Neglia Engineering Associates will prepare the bid with roadway alternates to utilize grant funds without additional capital funding. Sections of the roadways could be improved in the future if desired.

**Description of Services - See attached Scope of Services.**

**Requested By:** Mayor and Council  
Borough of Hillsdale

**Date of Request:** May 2014



This agreement, when approved by **Borough of Hillsdale** will be completed as follows:

1. On a lump sum basis for a cost of ~~Nineteen Thousand Nine Hundred Forty-Five Dollars (\$19,945.00)~~ representing Engineering and Surveying Services.
2. On a time and material basis in accordance with our attached schedule of fees for a cost not to exceed **Eighteen Thousand Five Hundred Forty-Five Dollars (\$18,545.00)** representing Construction Management Services.

This document constitutes an agreement for services that will be provided subject to the attached Standard Terms and Conditions.

## I. BACKGROUND

Neglia Engineering Associates has provided this proposal for professional surveying, engineering, and construction management services for the Kent Road, Baylor Road, and Saddlewood Drive in the Borough. It is our understanding through NJDOT correspondence that the Borough has received an NJDOT Municipal Aid Grant to construct roadway improvements up to the grant amount of \$149,000.00 on Saddlewood Drive. In addition, we understand that the Borough has received an NJDOT Discretionary Aid Grant to construct roadway improvements up to the grant amount of \$250,000.00 on Kent Road and Baylor Avenue.

It shall be noted that our office's engineering estimate included within the both NJDOT Grant submissions illustrated budgets above the awarded grant amounts. Therefore, Neglia Engineering Associates will prepare the bid with roadway alternates to utilize grant funds without additional capital funding. Sections of the roadways could be improved in the future if desired.

## II. SCOPE OF SERVICES AND BUDGET

### PHASE I – SURVEYING & DESIGN PHASE

Neglia Engineering Associates will perform the following surveying and design tasks as they relate to the above mentioned roadway improvement sections within the Borough of Hillsdale:

- A. Perform the necessary field and office work required to establish locations in connection with the above listed roadway sections. Said work to include the reviewing of tax maps and any other documents of record, and performing field survey to establish approximate right of way lines in the areas where the proposed improvements will be undertaken. A boundary / right-of-way survey is not included.
- B. Hold the necessary meetings and research required to coordinate the Municipal Departments.
- C. Perform final design and prepare Final Plans and Construction Specifications in such a form and manner that they will meet with Municipal, County, State and



Federal requirements. Said plans shall be in such a form that they are suitable for public bidding.

- D. Prepare a final estimate of the construction cost.
- E. Accept, review, tabulate and make recommendations to the Governing Body regarding the acceptance of bids and awarding of contract.

**This project phase will be billed on a lump sum basis for a cost of Nineteen Thousand Nine Hundred Forty-Five Dollars (\$19,945.00).**

#### **PHASE II – CONSTRUCTION MANAGEMENT PHASE**

Neglia Engineering Associates will provide construction management services as they relate to the aforementioned roadway improvement project. The services will include:

- A. Technical Observation – Work under this category will be billed at per diem basis in accordance with our rates.
- B. Any costs stated for the construction management phase of this proposal are based on estimated construction time. The actual time expended will depend on the ability and performance of the contractor. Any additional time expended will be billed at our hourly rates.
- C. The hourly rates referred to herein shall be subject to review and change bi-annually.
- D. Any work required with NJDEP, NJDOT or other state agencies will be billed on a per diem basis in accordance with our rates.
- E. Provide Field Engineering during construction. These hours will be billed in accordance with attached billable rates.
  - 1. Making visits to the site to observe the work in progress and providing reports to the Borough.
  - 2. Observing initial operation on the project or of performance tests required by specifications.
  - 3. Reviewing and approving requests for monthly and final payments to contractors.
  - 4. Making a final inspection and report on the completed project.
  - 5. Issue a certificate of completion to the Borough on completion of construction contracts.

Be advised that site safety is the sole responsibility of the Contractor. However, should Neglia Engineering Associates observe conditions that are a detriment to vehicular and pedestrian traffic. We will advise the Contractor accordingly.

**This project phase will be billed on a Time and Material Basis in accordance with our attached schedule of fees for a cost not to exceed of Eighteen Thousand Five Hundred Forty-Five Dollars (\$18,545.00).**

**BOROUGH OF HILLSDALE  
RESOLUTION 14197**

**RESOLUTION AUTHORIZING REDEMPTION & PREMIUM**

WHEREAS, The Tax Collection held a Tax Sale on May 28, 2014 and at the sale a lien was sold on Block 1205 Lot 11, also known as 100 West St., Hillsdale, NJ 07642 for 2013 delinquent taxes and,

WHEREAS, this lien, known as Tax Sale Certificate #13-00004 was sold to Stonefield Investment Fund III, LLC, 21 Robert Pitt Dr., Suite 202, Monsey, New York 10952 for 0% redemption fee and an \$11,000 premium and,

WHEREAS, the above homeowner is in bankruptcy as of October 2013 and the properties should not have gone to tax sale.

NOW, THEREFORE, BE IT RESOLVED, that the Tax Collector is authorized to issue a check in the amount of \$9,499.14 payable to Stonefield Investment Fund III, LLC for the refund of monies paid.

Be it further resolved, that the Tax Collector is authorized to issue a check in the amount of \$11,000 Premium to the aforementioned lienholder.

**CERTIFICATION OF AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirements, I, Durene Ayer, Chief Financial Officer of the Borough of Hillsdale, have ascertained that there are available sufficient uncommitted funds in the 2014 Municipal Operating Budget Funds to satisfy Tax Refund for this certification are therefore being made available and certified against Acct# 4-01-55-901-017 Total Certified Amount: \$9,499.14 and Escrow Account# 0000000007 in the amount of \$11,000.00.

  
Durene Ayer  
Treasurer/Chief Financial Officer

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE  
RESOLUTION 14199**

**AUTHORIZE THE BOROUGH ENGINEER FOR PROFESSIONAL SERVICES**

WHEREAS, the Borough of Hillsdale is in receipt of a fully executed consent order regarding the Block 503, Lot 2, more commonly known as 10 Beechnut Street; and

WHEREAS, within thirty (30) calendar days of the entry of this Order, a survey must be conducted with stakes placed to establish the property lines; and

WHEREAS, Neglia Engineering Associates have submitted a proposal for land surveying services on behalf of the borough in the amount not to exceed, Two Thousand Nine Hundred and Ninety Dollars (\$2,990.00).

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Borough of Hillsdale authorize Neglia Engineering Associates to retain surveying services to perform this action.

**CERTIFICATION OF AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirements, I, Durene Ayer, Chief Financial Officer of the Borough of Hillsdale, have ascertained that there are available sufficient uncommitted funds in the 2014 Municipal Operating Budget Funds to satisfy this authorization for professional services and therefore being made available and certified against the 2014 Municipal Operating Budget, Acct# 4-01-20-165-101 Total Certified Amount: \$2,990.00 Amount Certified 2014 Municipal Operating Budget \$2,990.00.

  
Durene Ayer  
Treasurer/Chief Financial Officer

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE  
RESOLUTION 14200**

**AUTHORIZE AGREEMENT FOR PROFESSIONAL SERVICES  
NJDOT MUNICIPAL AID GRANT AND NJDOT DISCRETIONARY AID GRANT**

WHEREAS, there exists a need for Construction Management Services for the 2014 NJDOT Municipal Aid Grant (Saddlewood Drive) and NJDOT Discretionary Aid Grant (Kent Road and Baylor Avenue) in the Borough of Hillsdale at a cost not to exceed \$18, 545.00 to be reimbursed as per DOT grant at jobs end.

NOW, THEREFORE, BE IT RESOLVED, by the Municipal Council of the Borough of Hillsdale, that NEGLIA Engineering be awarded a contract in the amount not to exceed \$18,545.00, and that the Mayor and Municipal Clerk be directed and authorized to enter into and execute a contract, in a form approved by the Borough Attorney subject to certification by the Chief Financial Officer.

**CERTIFICATION OF AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirements, I, Durene Ayer, Chief Financial Officer of the Borough of Hillsdale, have ascertained that there are available sufficient uncommitted funds in the 2014 Municipal Capital Budget Funds to satisfy this Award of Contract are therefore being made available and certified against the 2014 Municipal Capital Budget, Acct# C-04-14-017-200 Total Certified Amount: \$ 18,545.00 Amount Certified 2014 Municipal Capital Budget \$ 18,545.00.

  
Durene Ayer  
Treasurer/Chief Financial Officer

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE  
RESOLUTION 14201**

WHEREAS, there is a DEP requirement for the Hillsdale Landfill to perform certain tests quarterly ; and

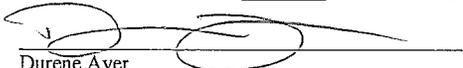
WHEREAS, quotes were solicited by Neglia Associates for Methane Gas Survey; and

WHEREAS, two (2) quotes were received in response to the solicitation, Partners Engineering and Science Inc., Ramsey, NJ (3,000.) three thousand dollars and no cents; and First Environment, Boonton, NJ. (\$3,200), three thousand two hundred dollars and no cents.

THEREFORE, BE IT RESOLVED that the recommendation to award the contract for methane gas surveys to PARTNERS ENGINEERING AND SCIENCE, INC. 145 North Franklin Turnpike, Suite 309, Ramsey, NJ 07446, for one sampling event in the amount of \$3,000. Per proposal submitted.

**CERTIFICATION OF AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirements, I, Durene Ayer, Chief Financial Officer of the Borough of Hillsdale, have ascertained that there are available sufficient uncommitted funds in the 2014 Municipal Operating Budget Funds to satisfy Award of Contract for this resolution are therefore being made available and certified against the 2014 Municipal Operating Budget, Acct# 4-01-26-305-10.2  
Total Certified Amount: \$3,000.00 Amount Certified 2014 Municipal Operating Budget \$ 3,000.00.

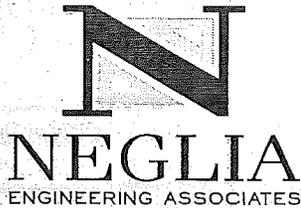
  
Durene Ayer  
Treasurer/Chief Financial Officer

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor



August 20, 2014

RECEIVED  
AUG 22 2014  
MUNICIPAL CLERK

**Via E-mail & Regular Mail**

Joseph E. Neglia, PE, PP, PLS  
CEO, Chairman of the Board

Michael J. Neglia, PE, PP, PLS  
President

Gregory Polyniak, PE, PP

Michael F. Berliner

Thomas R. Solfaro, PE, CME

Daniel Kaufman, PE, PP

Brian Intindola, PE

Joann Signa

Civil Engineering

Municipal Engineering

Landscape Architecture

Traffic Engineering

Planning

Land Surveying

Construction Management

34 Park Avenue

PO Box 426

Lyndhurst, NJ 07071

Tel: 201.939.8805

Fax: 201.939.0846

www.negliaengineering.com

Ms. Susan Witkowski  
Borough Administrator / Clerk  
Borough of Hillsdale  
380 Hillsdale Avenue Hillsdale, NJ 07642

**Re: Recommendation Letter - Quote Solicitation  
Hillsdale Landfill – Methane Gas Survey  
Borough of Hillsdale, Bergen County, New Jersey  
Our File: HIDLADM14.001**

Dear Ms. Witkowski:

As requested, we have solicited quotes for methane gas survey services at the Hillsdale Landfill in Borough of Hillsdale. Please find attached the quote packages for your records. The quotes received are as follows:

First Environment	\$3,200.00
Partners Engineering and Science, Inc.	\$3,000.00 —
Environmental Compliance Monitoring, Inc.	No Submission
Brinkerhoff Environmental Services, Inc.	No Submission

It is recommended that the Borough authorize Partners Engineering and Science, Inc. to perform the methane gas survey services as listed within our August 11, 2014 solicitation pending the availability of funds and subsequent to Borough review. If you should have any questions or comments, please do not hesitate to contact our office.

Very truly yours,  
**Neglia Engineering Associates**

  
Gregory J. Polyniak, P.E., P.P., C.M.E.  
For the Borough Engineer  
Borough of Hillsdale

cc: Mayor & Council (via Regular Mail)  
Eric M. Bernstein, Esq. (via E-mail)

**BOROUGH OF HILLSDALE  
RESOLUTION 14202**

WHEREAS, there is a DEP requirement for the Hillsdale Landfill to perform certain tests quarterly ; and

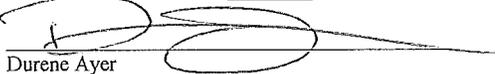
WHEREAS, quotes were solicited by Neglia Associates for Groundwater Monitoring; and

WHEREAS, two (2) quotes were received in response to the solicitation, First Environment, Boonton, NJ. (\$3,840.00), three thousand eight hundred forty dollars and no cents and Aqua Pro-Tech Laboratories, Fairfield, N.J. (\$3,600.00) three thousand six hundred dollars and no cents.

THEREFORE, BE IT RESOLVED that the recommendation to award the contract for methane gas surveys to AQUA PRO-TECH LABORATORIES, 1275 Bloomfield Avenue, Bldg. 6, Fairfield, NJ 07004 for one sampling event in the amount of \$3,600. Per proposal submitted.

**CERTIFICATION OF AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirements, I, Durene Ayer, Chief Financial Officer of the Borough of Hillsdale, have ascertained that there are available sufficient uncommitted funds in the 2014 Municipal Operating Budget Funds to satisfy Award of Contract for this resolution are therefore being made available and certified against the 2014 Municipal Operating Budget, Acct# 4-01-26-305-102  
Total Certified Amount: \$3,600.00 Amount Certified 2014 Municipal Operating Budget \$ 3,600.00.

  
Durene Ayer  
Treasurer/Chief Financial Officer

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor



Joseph E. Neglia, PE, PP, PLS  
CEO, Chairman of the Board

Michael J. Neglia, PE, PP, PLS  
President

Gregory Polyniak, PE, PP

Michael F. Bertner

Thomas R. Solfaro, PE, CME

Daniel Kaufman, PE, PP

Brian Intindola, PE

Joann Signa

Civil Engineering

Municipal Engineering

Landscape Architecture

Traffic Engineering

Planning

Land Surveying

Construction Management

34 Park Avenue

PO Box 426

Lyndhurst, NJ 07071

Tel: 201.939.8805

Fax: 201.939.0846

www.negliaengineering.com

August 29, 2014

Via E-mail & Regular Mail

Ms. Susan Witkowski  
Borough Administrator / Clerk  
Borough of Hillsdale  
380 Hillsdale Avenue Hillsdale, NJ 07642

Re: Recommendation Letter - Quote Solicitation  
Hillsdale Landfill - Groundwater Monitoring  
Borough of Hillsdale, Bergen County, New Jersey  
Our File: HIDLADM14.001

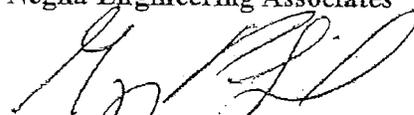
Dear Ms. Witkowski:

As requested, we have solicited quotes for groundwater monitoring services at the Hillsdale Landfill in Borough of Hillsdale. Please find attached the quote packages for your records. The quotes received are as follows:

Aqua Pro-Tech Laboratories	\$3,600.00
First Environment, Inc.	\$3,840.00
Partners Engineering and Science, Inc.	No Submission
Environmental Compliance Monitoring, Inc.	No Submission
Brinkerhoff Environmental Services, Inc.	No Submission

It is recommended that the Borough authorize Aqua Pro-Tech Laboratories to perform the groundwater monitoring services as listed within our August 15, 2014 solicitation pending the availability of funds and subsequent to Borough review. If you should have any questions or comments, please do not hesitate to contact our office.

Very truly yours,  
Neglia Engineering Associates



Gregory L. Polyniak, P.E., P.P., C.M.E.  
For the Borough Engineer  
Borough of Hillsdale

cc: Mayor & Council (via Regular Mail)  
Eric M. Bernstein, Esq. (via E-mail)

M:\Hillsdale\HIDLADM14.001 (General Admin)\2014 Hillsdale Landfill\Correspondance\Groundwater Survey Solicitation\bid solicit recommendation (08-29-14).doc

**BOROUGH OF HILLSDALE  
RESOLUTION 14204**

---

**AWARD OF CONTRACT**

Be it resolved by the Mayor and Council of the Borough of Hillsdale, Bergen County, New Jersey upon the recommendation of Neglia Engineering Associates that the Contract for:

**KENT ROAD, BAYLOR AVENUE, & SADDLEWOOD DRIVE  
ROADWAY IMPROVMENTS PROJECT  
N.J.D.O.T. FUNDED**

be awarded to AJM Contractors, Inc., for the bid amount of Three Hundred Forty-Two Thousand Two Hundred Ninety Dollars and Thirty Cents (\$342,290.30) (which represents the Base Bid A, Base Bid B, Alternate Bid '#1', and Alternate Bid '#2') being the lowest of three (3) bids submitted.

This Resolution to take effect upon certification of this Resolution by the Borough Treasurer that sufficient funds are available.

**CERTIFICATION OF AVAILABILITY OF FUNDS**

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-14.5 and any other applicable requirements, I, Durene Ayer, Chief Financial Officer of the Borough of Hillsdale, have ascertained that there are available sufficient uncommitted funds in the 2014 Municipal Capital Budget Funds to satisfy this Award of Contract are therefore being made available and certified against the 2014 Municipal Capital Budget, Acct#C-04-14-012-100 Total Certified Amount: \$ 342,290.30 Amount Certified 2014 Municipal Capital Budget \$ 342,290.30.

  
Durene Ayer  
Treasurer/Chief Financial Officer

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE**  
**RESOLUTION 14205**

**RESOLUTION AUTHORIZING THE MAYOR AND BOROUGH CLERK  
TO EXECUTE AN AGREEMENT WITH ATLANTIC COAST FIBERS  
FOR RECYCLING SERVICES**

**WHEREAS**, the Borough of Hillsdale is in need of a provider to accept recyclable materials from the Borough as generated by Borough occupants and as deposited at curbside in the Borough; and,

**WHEREAS**, Atlantic Coast Fibers, located at 101 7<sup>th</sup> Street, Passaic, New Jersey 07055 has provided a proposal to the Borough for acceptance of its recyclable materials and payment per ton to the Borough for recyclable materials, such proposal being dated August 25, 2014 and attached as an exhibit hereto; and,

**WHEREAS**, pursuant to the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-5(1)(s)*, any contract can be awarded by a governing body, without public bidding, for the provision of recycling services; and,

**WHEREAS**, the Borough of Hillsdale is desirous of entering into a contract with Atlantic Coast Fibers as set forth in its proposal, for a period of one year from the date of execution of the contract, for the services and payments set forth in the exhibit attached hereto.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Hillsdale, County of Bergen, State of New Jersey that the Mayor and Borough Clerk are hereby authorized to execute an Agreement for an term not to exceed one year, between the Borough of Hillsdale and Atlantic Coast Fibers, for recycling services as described and priced in the proposal dated August 25, 2014, subject to provision by Atlantic Coast Fibers of all necessary and required documentation required of a vendor doing business with a governmental entity in the State of New Jersey.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE**  
**RESOLUTION 14196**

---

**RAFFLE LICENSE**

WHEREAS, Hillsdale Volunteer Fire Department has made proper application for the following Raffle License to be held, October 24, 2014; and

WHEREAS, said application contains the number of designation furnished by the Legalized Games of Chance Control Commission; and

WHEREAS, THE Police Department of the Borough of Hillsdale has reported to this Borough Council in writing that the statements contained in said application are in order, that the place wherein said Raffle(s) is to be held complies with the rules and regulations pertaining to the application.

NOW, THEREFORE, BE IT RESOLVED, that upon payment of the licensing fees, as provided by Statute, and upon filing with the Borough Clerk be and he is hereby authorized to issue a license for Raffles in accordance with said application:

Raffle License No.  
RL: 709

Type of License  
On-Premise 50/50 Cash Raffle

BE IT FURTHER RESOLVED, by the Borough Council that the fees for the aforesaid license are hereby waived.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

# Application for Raffles License

Application No. RA: 709  
Identification No. 211-9-33379

Insert name of Municipality Hillsdale

Prepare 4 copies of application. One copy will be returned

## Part A General

1 Name of applying organization Hillsdale VOLUNTEER FIRE ASSOC.

2 a. Street address of headquarters 383 Hillsdale Ave  
Hillsdale, N.J. 07642

b. Mailing address (if different) 380 Hillsdale Ave

3 A license is requested to conduct raffles of the kind stated on the date, or on each of the dates, and during the hours listed (use a separate application for each type of raffle).

Date	Hours	Date	Hours
<u>10/24/2014</u>	<u>7:00 pm - 10:00 pm</u>		
<u>ON PREMISE 50/50 CASH RAFFLE</u>			

4 Address of place where Raffles will be played 383 Hillsdale Ave  
Hillsdale NJ 07642

a. Does the applicant own the premises or regularly occupy them for its general purposes?  Yes  No

5 If raffles equipment is rented, attach statement of raffles equipment lessor to application on Form 13.

## Part B Qualification of Applicant

1 Is this the first time the applicant has applied for a license in this municipality? Yes  No

2 If not, has there been any change in the applicant's certificate of incorporation, charter, constitution or by-laws since the latest application was made? Yes  No

3 If applicant is unincorporated, state number of members: \_\_\_\_\_ members.

**BOROUGH OF HILLSDALE  
RESOLUTION 14198**

---

**PAYMENT OF BILLS**

**BE IT RESOLVED**, by the Borough Council of the Borough of Hillsdale that the following bills in the sum of \$3,311,388.93 as authorized by the Department Head and approved by a Council member liaison, be paid; and that the Mayor, Clerk and Chief Financial Officer be and they are hereby authorized and directed to issue warrants in payment of same.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
STONYBROOK STONYBROOK OPERATING Continued					
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	34	0	52,695.37	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>34</u>	<u>0</u>	<u>52,695.37</u>	<u>0.00</u>
STONYBROOK MANU STONYBROOK MANUAL CHECKING					
146	08/26/14	STO03 STONYBROOK PAYROLL	45,956.22		7074
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	1	0	45,956.22	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>1</u>	<u>0</u>	<u>45,956.22</u>	<u>0.00</u>
SWIM TEAM					
1069	08/13/14	HUG03 HUGHES, PATRICIA	199.94		7058
1070	08/13/14	INS01 INSERRA SUPERMARKETS	23.35		7059
1072	09/09/14	LEP01 LEPORES ITALIAN MARKET, LLC	1,390.00		7084
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	3	0	1,613.29	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>3</u>	<u>0</u>	<u>1,613.29</u>	<u>0.00</u>
TRUST MANUAL TRUST MANUAL CHECKING					
147	08/26/14	POL05 POLICE-OT TRUST PAYROLL	1,689.41		7076
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	1	0	1,689.41	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>1</u>	<u>0</u>	<u>1,689.41</u>	<u>0.00</u>
WIRES					
52	09/09/14	POL01 POLICE & FIREMEN'S RETIREMENT	132.55		7083
53	09/09/14	PUB03 PUBLIC EMPLOYEES RETIREMENT	35.38		7083
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	2	0	167.93	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>2</u>	<u>0</u>	<u>167.93</u>	<u>0.00</u>
Report Totals					
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	196	9	3,311,388.93	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	<u>196</u>	<u>9</u>	<u>3,311,388.93</u>	<u>0.00</u>

Range of Checking Accts: First to Last Range of Check Dates: 08/13/14 to 09/09/14  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
2532	08/25/14	NJF01 NJ FAMILY SUPPORT PAYMENT CTR	723.33		7070
1050	08/26/14	17PBA BOROUGH OF HILLSDALE PBA	930.00		7077
1051	08/26/14	17TEA TEAMSTERS LOCAL 945	438.10		7077
1052	08/26/14	17UPS UNITED PUBLIC SER EMP UNION	251.20		7077
1053	08/26/14	17AFL AFLAC	236.80		7077
1054	08/26/14	17VIS VISION SERVICE PLAN	416.13		7077
2533	08/26/14	BOR06 BOROUGH OF HILLSDALE	26,898.48		7072

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	7	0	29,894.04	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	7	0	29,894.04	0.00

ANIMAL TRUST	ANIMAL TRUST			
1382	09/09/14	ELK01 ELK RIVER SYSTEM, INC.	97.82	7085
1383	09/09/14	MGL01 MGL PRINTING SOLUTIONS LLC	373.00	7085
1384	09/09/14	SNJ01 SNJ-DEPT OF HEALTH	2.40	7085
1385	09/09/14	TYC02 TYCO ANIMAL CONTROL	1,110.00	7085

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	4	0	1,583.22	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	4	0	1,583.22	0.00

CURRENT	CURRENT			
23890	08/13/14	UNI02 UNITED WATER NEW JERSEY (REG)	2,559.76	7057
23891	08/15/14	PSE01 PSE&G (REGULAR)	19,021.51	7061
23892	08/21/14	POS04 POSTMASTER PARAMUS	1,728.00	7063
23893	08/21/14	UNU01 UNUM LIFE INS CO OF AMERICA	151.20	7064
23894	08/25/14	DEE04 DEER PARK DIRECT INC.	87.66	7068
23895	08/27/14	SPE05 SPECTROTEL, INC.	1,638.20	7080
23896	08/29/14	HIL02 HILLSDALE BOARD OF EDUCATION	1,651,006.00	7082
23897	09/09/14	ACE02 ACE TREE SURGEONS	2,800.00	7090
23898	09/09/14	AGL01 AGL WELDING SUPPLY CO., INC.	45.35	7090
23899	09/09/14	ALL ALL AMERICAN FORD, INC	87.60	7090
23900	09/09/14	AME02 AMERICAN LEGION POST NO. 162	125.00	7090
23901	09/09/14	AME06 AMERICAN WEAR CORP	239.40	7090
23902	09/09/14	APP01 APPROVED SURGICAL SUPPLIES INC	50.00	7090
23903	09/09/14	AUTH03 AUTHORINET CONSULTING, LLC	2,244.72	7090
23904	09/09/14	BAN05 BANC OF AMERICA PUBLIC CAPITAL	2,223.57	7090
23905	09/09/14	BC03 BC POLICE CHIEFS ASSOCIATION-	200.00	7090
23906	09/09/14	BER01 BERGEN MUNICIPAL EMPLOYEE BNFT	6,010.00	7090
23907	09/09/14	BER26 BERGEN COUNTY GARDEN CTR, INC	69.80	7090
23908	09/09/14	BER33 JOHN S HOGAN BERGEN CTY CLERK	8,888.75	7090
23909	09/09/14	BER48 BERGEN/PASSAIC COUNTY REG.ASSN	75.00	7090
23910	09/09/14	BER66 ERIC M BERNSTEIN & ASSOC LLC	0.00	09/09/14 VOID 0
23911	09/09/14	BER66 ERIC M BERNSTEIN & ASSOC LLC	6,788.32	7090
23912	09/09/14	BOR05 BOROUGH OF WESTWOOD	5,848.67	7090
23913	09/09/14	BOR18 BOROUGH OF HILLSDALE AGENCY	112,663.54	7090
23914	09/09/14	BT0 B.T. SPECIALTIES	126.00	7090

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CURRENT	CURRENT	Continued			
23915	09/09/14	CAM05 CAMPBELL FOUNDRY	379.00		7090
23916	09/09/14	CEN01 CENTER FOR OCCUPAT'AL MEDICINE	1,200.00		7090
23917	09/09/14	CEN04 CENTRAL POLY-BAG CORP	207.20		7090
23918	09/09/14	CLE01 CLEAN AIR COMPANY, INC	627.05		7090
23919	09/09/14	COM20 COMPLETE PLASTIC DISTRIBUTORS	46.00		7090
23920	09/09/14	COU06 COUNTY CLERK ELECTION DIVISION	8,425.21		7090
23921	09/09/14	DAV10 DAVE STERN INC	3,587.50		7090
23922	09/09/14	DE01 D & E UNIFORMS	1,993.50		7090
23923	09/09/14	DUR05 DURIE LAWNMOWER CORP.	323.95		7090
23924	09/09/14	ELE03 ELEVATOR MAINTENANCE CORP.	140.00		7090
23925	09/09/14	FEN01 FENKART, DOUGLAS R, MD	300.00		7090
23926	09/09/14	FIN05 FINEST PHONES LLC	90.00		7090
23927	09/09/14	FIR01 FIRE & SAFETY SERVICES, LTD.	217.05		7090
23928	09/09/14	FRE02 FREMGEN'S POWER EQUIPMENT INC.	370.00		7090
23929	09/09/14	FUT02 FUTURE SANITATION	30,992.91		7090
23930	09/09/14	GFO01 G.F.O.A. OF NEW JERSEY	325.00		7090
23931	09/09/14	GIT01 GITTLEMAN, MUHLSTOCK &	435.00		7090
23932	09/09/14	HEC05 HECKLER & KOCH DEFENSE, INC	1,050.00		7090
23933	09/09/14	HIG01 HIGHWAY TRAFFIC SUPPLY INC.	161.40		7090
23934	09/09/14	INS01 INSERRA SUPERMARKETS	42.40		7090
23935	09/09/14	INS03 INSTITUTE FOR FORENSIC	175.00		7090
23936	09/09/14	LAC01 LACEY, JENNIFER	60.00		7090
23937	09/09/14	LER01 LERCH,VINCI & HIGGINS, LLP	5,000.00		7090
23938	09/09/14	MAI07 MAIN LOCK INC	11.00		7090
23939	09/09/14	MAR01 MARSALA HARDWARE, INC.	0.00	09/09/14 VOID	0
23940	09/09/14	MAR01 MARSALA HARDWARE, INC.	149.75		7090
23941	09/09/14	MRJ01 MR. JOHN INC.	276.68		7090
23942	09/09/14	NEG01 NEGLIA ENGINEERING ASSOCIATES	2,864.49		7090
23943	09/09/14	NEO01 NEOPOST USA CORP	304.00		7090
23944	09/09/14	NJD04 NEW JERSEY DOOR WORKS INC	443.25		7090
23945	09/09/14	NOR01 N. JERSEY MEDIA(ACCT#1101697)	133.25		7090
23946	09/09/14	NOR29 NORTHEAST WISCONSIN TECH COLL	700.00		7090
23947	09/09/14	OLD01 OLD DOMINION BRUSH CO INC	1,600.00		7090
23948	09/09/14	PA01 P&A AUTO PARTS CORP	256.65		7090
23949	09/09/14	PAS06 PASCACK VALLEY MAYORS	459.00		7090
23950	09/09/14	PAS07 PASCACK VALLEY REGIONAL HIGH	900,758.50		7090
23951	09/09/14	PAT04 PAT SCANLAN LANDSCAPING, INC	4,641.88		7090
23952	09/09/14	RAY05 RAYELCO GENERATOR CO.	310.00		7090
23953	09/09/14	REL05 RELIABLE WOOD PRODUCTS, LLC	0.00	09/09/14 VOID	0
23954	09/09/14	REL05 RELIABLE WOOD PRODUCTS, LLC	9,630.00		7090
23955	09/09/14	RET03 RE-TRON TECHNOLOGIES INC	299.09		7090
23956	09/09/14	RIC06 RICOH AMERICAS CORP (USAGE)	570.71		7090
23957	09/09/14	RIV02 RIVER VALE TOWNSHIP OF	946.27		7090
23958	09/09/14	ROG02 ROGO FASTENER CO., INC.	69.70		7090
23959	09/09/14	RUT02 RUTGERS NJS UNIVERSITY-CENTER	226.00		7090
23960	09/09/14	SCH34 MICHAEL I SCHNECK TRUSTEE FOR	2,645.04		7090
23961	09/09/14	STA05 STATE LINE FIRE & SAFETY INC	1,672.45		7090
23962	09/09/14	STA31 STATILE, CHRISTOPHER P.A.(REG)	3,477.08		7090
23963	09/09/14	STA45 STAPLES, INC (STATE CONTRACT)	424.84		7090
23964	09/09/14	STA49 STADIUM AUTOMALL SALES INC	156.99		7090
23965	09/09/14	STE01 STEWART, DAVID M.D.	125.00		7090
23966	09/09/14	STO015 STONEFIELD INVESTMENT FUND III	42,745.93		7090

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CURRENT	CURRENT	Continued			
23967	09/09/14	STO02 STONE INDUSTRIES INC	5,278.58		7090
23968	09/09/14	SWI02 SWIFTREACH NETWORKS INC	600.07		7090
23969	09/09/14	TEM TEMCO INC	210.00		7090
23970	09/09/14	TIM02 TIM ENNIS	256.00		7090
23971	09/09/14	TJP01 AATJ TERMITE&PEST CONTROL INC	125.00		7090
23972	09/09/14	TOW02 TOWNSHIP OF RIVER VALE	2,500.00		7090
23973	09/09/14	TRU01 TRUGREEN CHEMLAWN, INC.	936.00		7090
23974	09/09/14	UNI02 UNITED WATER NEW JERSEY (REG)	15,718.13		7090
23975	09/09/14	VER VERIZON WIRELESS (LAPTOPS)	147.12		7090
23976	09/09/14	VER03 VERIZON	347.84		7090
23977	09/09/14	WAS01 WASTE MANAGEMENT OF NJ INC.	1,569.60		7090
23978	09/09/14	WEA01 WEATHER DECISION TECH. INC	349.00		7090
23979	09/09/14	WES08 WESTERN PEST SERVICES INC	113.00		7090
23980	09/09/14	OLD01 OLD DOMINION BRUSH CO INC	94.88		7091
23981	09/09/14	RIC07 RICOH AMERICAS CORPORATION	210.00		7092

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	89	3	2,885,178.99	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	89	3	2,885,178.99	0.00

CURRENT MANUAL	CURRENT MANUAL CHECKING				
148	08/26/14	MUN05 MUNICIPAL PAYROLL ACCOUNT	163,249.67		7073

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	163,249.67	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	163,249.67	0.00

ESCROW	ESCROW				
2748	08/26/14	BOR18 BOROUGH OF HILLSDALE AGENCY	62.27		7071
2749	08/26/14	BOR25 BOROUGH OF HILLSDALE PAYROLL	393.73		7071
2750	09/09/14	BOR06 BOROUGH OF HILLSDALE	933.75		7087
2751	09/09/14	GAG01 Gagliardi, Tom	600.00		7087
2752	09/09/14	GIT01 GITTLEMAN, MUHLSTOCK &	0.00	09/09/14 VOID	0
2753	09/09/14	GIT01 GITTLEMAN, MUHLSTOCK &	3,517.50		7087
2754	09/09/14	LAR01 LARRY STEVENS, LLC	1,000.00		7087
2755	09/09/14	NEG02 NEGLIA ENGINEERING (ESCROW)	0.00	09/09/14 VOID	0
2756	09/09/14	NEG02 NEGLIA ENGINEERING (ESCROW)	1,680.03		7087
2757	09/09/14	QUI04 ALAN QUINN ORCHESTRA	1,000.00		7087
2758	09/09/14	STA10 STATILE, CHRISTOPHER, PA. (OTHER)	0.00	09/09/14 VOID	0
2759	09/09/14	STA10 STATILE, CHRISTOPHER, PA. (OTHER)	0.00	09/09/14 VOID	0
2760	09/09/14	STA10 STATILE, CHRISTOPHER, PA. (OTHER)	2,717.50		7087
2761	09/09/14	STO015 STONEFIELD INVESTMENT FUND III	64,000.00		7087
2762	09/09/14	XHA01 XHAFERI, DEVOLL	150.00		7087

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	11	4	76,054.78	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	11	4	76,054.78	0.00

PUBLIC ASSIST2	PUBLIC ASSISTANCE				
1918	09/01/14	KIR04	1,050.00		7079

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PUBLIC ASSIST2		PUBLIC ASSISTANCE		Continued	
1919	09/01/14	ZAY02	400.00		7079
1920	09/01/14	SON02	1,750.00		7079
1921	09/01/14	BER63	850.00		7079
1922	09/01/14	GHA01	1,725.00		7079
1923	09/01/14	CAD02	1,050.00		7079
1924	09/01/14	MCD06	650.00		7079
1925	09/01/14	PAR15	1,150.00		7079
1926	09/01/14	WES16	1,150.00		7079
1927	09/01/14	PRA02	210.00		7079
1928	09/01/14	KER03	231.00		7079
1930	09/01/14	ZAY01	182.00		7079
1931	09/01/14	CAR34	210.00		7079
1932	09/01/14	CAM14	147.00		7079
1933	09/01/14	GIL07	147.00		7079
1934	09/01/14	SHE11	231.00		7079
1935	09/01/14	MAR30	224.00		7079
1936	09/01/14	SUN04	210.00		7079
1937	09/01/14	ZHU01	210.00		7079
1938	09/01/14	GAL11	182.00		7079
1939	09/01/14	ALI01	210.00		7079
1940	09/01/14	BIA03	182.00		7079
1941	09/01/14	CHA13	147.00		7079
1942	09/01/14	CHA17	210.00		7079
1943	09/01/14	HEA04	147.00		7079
1944	09/01/14	FOG03	210.00		7079
1945	09/01/14	DAV13	147.00		7079
1946	09/01/14	MAI06	294.00		7079
1947	09/01/14	CAR42	231.00		7079

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	29	0	13,737.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	29	0	13,737.00	0.00

RECREATION	RECREATION TRUST			
3283	09/09/14	BEN08 BENNETT, MICHAEL	480.00	7086
3284	09/09/14	BUT02 BUTLER, ALLEN	120.00	7086
3285	09/09/14	CAM09 CAMPBELL, JAMES	560.00	7086
3286	09/09/14	CHI02 CHICKEN DELIGHT, INC	230.00	7086
3287	09/09/14	CRO03 CROWN TROPHY RIVER EDGE, INC	863.95	7086
3288	09/09/14	DUR03 DURIE, KEITH	360.00	7086
3289	09/09/14	FIR07 FIRST STUDENT INC	0.00	09/09/14 VOID 0
3290	09/09/14	FIR07 FIRST STUDENT INC	0.00	09/09/14 VOID 0
3291	09/09/14	FIR07 FIRST STUDENT INC	20,960.00	7086
3292	09/09/14	KEV04 KEVOIAN, LUCY	940.00	7086
3293	09/09/14	MAR04 MARC'S DELI INC.	369.00	7086
3294	09/09/14	MED02 THE MEADOWLANDS CASTLE, INC.	3,150.15	7086
3295	09/09/14	ORI01 ORIENTAL TRADING CO., INC.	425.69	7086
3296	09/09/14	RUT03 RUTGERS YOUTH SPORTS RESEARCH	1,267.50	7086
3297	09/09/14	STO05 STONYBROOK SWIM CLUB	8,960.00	7086

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
RECREATION RECREATION TRUST Continued					
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	13	2	38,686.29	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	13	2	38,686.29	0.00
112	08/26/14	REC03 RECREATION PAYROLL	882.72		7075
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	1	0	882.72	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	1	0	882.72	0.00
STONYBROOK STONYBROOK OPERATING					
5051	08/13/14	PSE03 PSE&G (STONYBROOK)	841.38		7056
5052	08/15/14	PSE03 PSE&G (STONYBROOK)	3,955.59		7060
5053	08/18/14	DIR02 DIRECT ENERGY BUSINESS	1,991.59		7062
5054	08/21/14	UNU01 UNUM LIFE INS CO OF AMERICA	4.20		7065
5055	08/22/14	UNI03 UNITED WATER NEW JERSEY (STBK)	42.31		7066
5056	08/22/14	SAN06 SANDT, EDWARD J.	500.00		7067
5057	08/25/14	DEE04 DEER PARK DIRECT INC.	122.57		7069
5058	08/27/14	SPE05 SPECTROTEL, INC.	94.84		7081
5059	09/09/14	AUTH03 AUTHORINET CONSULTING, LLC	449.28		7088
5060	09/09/14	BCB01 BCB JANITORIAL SUPPLY CORP.	535.24		7088
5061	09/09/14	BER01 BERGEN MUNICIPAL EMPLOYEE BNFT	53.00		7088
5062	09/09/14	BOR18 BOROUGH OF HILLSDALE AGENCY	899.90		7088
5063	09/09/14	FLA06 FLAWLESS FINISH POWERWASHING	550.00		7088
5064	09/09/14	INS01 INSERRA SUPERMARKETS	38.02		7088
5065	09/09/14	KJ 01 K&J ACCESSORIES INC	1,600.00		7088
5066	09/09/14	LEH01 LEHMANN POOLS, INC	14,503.70		7088
5067	09/09/14	LER01 LERCH, VINCI & HIGGINS, LLP	7,500.00		7088
5068	09/09/14	MAI05 MAIN POOL & CHEMICAL COMPANY	1,214.35		7088
5069	09/09/14	MAR01 MARSALA HARDWARE, INC.	77.20		7088
5070	09/09/14	MJ 01 MJ SIGNS & PROMOTIONS CORP	360.00		7088
5071	09/09/14	NEG01 NEGLIA ENGINEERING ASSOCIATES	727.28		7088
5072	09/09/14	OBE01 OBERG & LINDQUIST CORP	974.00		7088
5073	09/09/14	ORI01 ORIENTAL TRADING CO., INC.	276.33		7088
5074	09/09/14	PAT04 PAT SCANLAN LANDSCAPING, INC	913.13		7088
5075	09/09/14	PEN01 PENTLAND GRAPHICS, INC	3,591.00		7088
5076	09/09/14	PSE03 PSE&G (STONYBROOK)	637.97		7088
5077	09/09/14	RAI02 RAINFLOW SPRINKLER SYSTEMS INC	622.00		7088
5078	09/09/14	SAN04 SANI-PURE FOOD LABORATORIES	561.50		7088
5079	09/09/14	STA05 STATE LINE FIRE & SAFETY INC	147.20		7088
5080	09/09/14	STE04 STEIN & SONS INC	2,550.00		7088
5081	09/09/14	THE05 THE POOL COMPANY, INC.	42.99		7088
5082	09/09/14	TRU01 TRUGREEN CHEMLAWN, INC.	435.00		7088
5083	09/09/14	ULT01 ULTIMATE SWIM SHOP INC	5,258.00		7088
5084	09/09/14	MAI05 MAIN POOL & CHEMICAL COMPANY	625.80		7089

**BOROUGH OF HILLSDALE**  
**RESOLUTION 14207**

---

**TO PROVIDE FOR A MEETING NOT OPEN TO THE PUBLIC IN  
ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN  
PUBLIC MEETINGS ACT N.J.S.A. 10:4-12**

**WHEREAS**, the Borough Council of the Borough of Hillsdale is subject to certain requirements of the Open Public Meetings Act N.J.S.A. 10:4-6 et seq; and

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12 provides that an Executive Session not open to the public may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Borough Council of the Borough of Hillsdale to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12(b) and designated below:

- (1) Matters required by law to be confidential.
- (2) Matters where the release of information would impair the right to receive funds.
- (3) Matters involving individual privacy.
- (4) Matters relating to collective bargaining agreements.
- (5) Matters relating to the purchase, lease or acquisition of real property or the investment of public funds.
- (6) Matters relating to public safety and property.
- (7) Matters relating to litigation, negotiations and the attorney-client privilege
- (8) Matters relating to the employment relationship.
- (9) Matters relating to the potential imposition of a penalty.

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the Borough of Hillsdale assembled in public session this date that an Executive Session closed to the public be and the same is hereby authorized for discussion of matters relating to the specified items designated above. It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Borough Council that the public interest will no longer be served by such confidentiality.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
Frank, Douglas							
Kelley, Thomas							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							

Adopted: September 9, 2014

Attest: \_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

\_\_\_\_\_  
Max Arnowitz  
Mayor