

**BOROUGH OF HILLSDALE,
BERGEN COUNTY, NEW JERSEY
PUBLIC HEARING**

The Mayor and Council of the Borough of Hillsdale shall conduct a Public Hearing in the Council Chambers of the Hillsdale Borough Hall, 380 Hillsdale Avenue, Hillsdale, New Jersey at a Mayor and Council Meeting to be held on Wednesday, November 12, 2014 at 8:00 P.M. or as soon thereafter.

The purpose is to receive comments and suggestions for the 2014 Bergen County Open Space Recreation, Farmland and Historic Preservation Trust Fund Program application. The Mayor and Council are considering the acquisition of property known as mailing address, 786 Hillsdale Avenue, Block 503, Lot 4, Saddlewood Hills Properties Limited, (aka Tandy-Allen) through an assignment subsequent to the purchase of such property through outside funding.

Susan Witkowski
Borough Clerk

**BOROUGH OF HILLSDALE
RESOLUTION 14225**

**ENDORISING MUNICIPAL TRUST FUND APPLICATION FOR
2014 OPEN SPACE APPLICATION**

WHEREAS, the Bergen County Open Space, Recreation, Farmland & Historic Preservation Trust Fund (“County Trust Fund”), provides grants to municipal governments and to nonprofit organizations for assistance in the acquisition of lands for open space conservation purposes and/or outdoor recreation facilities; and,

WHEREAS, the Borough of Hillsdale desires to further the public interest by obtaining a grant of \$600,000. from the County Trust Fund to fund the following project: Tandy Woods property and,

WHEREAS, the governing body/board has reviewed the County Trust Fund Program Statement, the County Program Open Space Policy and Procedures Manual, and the open space application and instructions and desires to make an application for such a grant and provide application information and furnish such documents as may be required; and,

WHEREAS, as part of the application process, the governing body/board will hold/has held a public hearing on November 12, 2014 to receive comments prior to the submission of said application(s); and,

WHEREAS, the County of Bergen shall determine whether the application is complete and in conformance with the scope and intent of the County Trust Fund; and,

WHEREAS, the applicant is willing to use the County Trust Fund in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the County of Bergen for the above named project(s); and

WHEREAS, if the applicant is successful in acquiring said project through the use of a County Trust Fund grant, then the applicant will permanently preserve said project for open space conservation and/or outdoor recreation purposes though a recorded deed of easement.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Hillsdale:

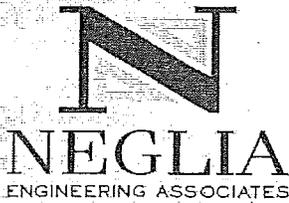
1. That it is hereby authorized to submit the above completed project application to the County by this year’s deadline established by the County; and,
2. That, in the event of a County Trust Fund award that may be less than the grant amount requested above, the applicant has, or will secure, the balance of funding necessary to complete the project; and,
3. That the applicant agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and,
4. That this resolution shall take effect immediately.

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

Adopted: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor



**ENGINEER'S REPORT
BOROUGH OF HILLSDALE
NOVEMBER 5, 2014**

DATE OF REPORT: OCTOBER 29, 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. Bertiner

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.

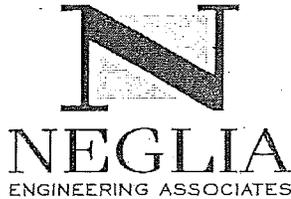
FUNDING / GRANT PROGRAM SUBMISSION DATES		
Fund / Grant Name	Anticipated Project Resolution Date	Anticipated Submission Date
<i>Federal</i>		
Safe Routes to Schools (SRTS)	Obtained	Submitted June 27, 2014
Community Development Block Grant (CDBG)	November 2014	December 2014
Hazard Mitigation Assistance (HMA)		
Hazard Mitigation Grant Program (HMGP)	After Major Disaster	After Major Disaster
Pre-Disaster Mitigation (PDM)	June 2015	July 2015
Flood Mitigation Assistance (FMA)	June 2015	July 2015
Public Assistance (PA)	After Disaster & State of Emergency Declared	After Disaster & State of Emergency Declared
Assistance to Firefighters	November 2014	December 2014
<i>State</i>		
Municipal Aid - 2015	Obtained	Submitted September 29, 2014
County Aid	-	No Submission
Local Aid Infrastructure	-	No Submission
Bikeways	-	No Submission
Safe Streets to Transit (SSTT)	-	No Submission
Transit Village	-	No Submission
Local Bridges, Future Needs	-	No Submission
Green Acres / Blue Acres Funding	June 2015	July 2015
<i>County</i>		
Open Space, Recreation, Farmland & Historic Preservation	Obtained	October 31, 2014
Municipal Park Improvement	-	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 Municipal Aid - 2015 (Saddlewood Dr.)	9/29/2014	Middle 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.
 # 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 anticipated bonding for this project in 2015.

4. **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.

A formal request to combine the projects and their funding 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 resolution of award and a recommendation letter was submitted to the Borough on September 4, 2014, recommending that the contract 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').

A "Notice to Proceed" was submitted to the contractor on October 17, 2014. Work to commence by November 7, 2014 weather permitting.

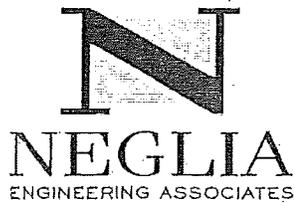
5. **ROADWAY RESTORATION ORDINANCE**

On September 2, 2014, Neglia Engineering Associates provided ordinance verbiage for a roadway restoration ordinance to be considered by the Borough to the Borough Administrator and Borough Attorney. A draft ordinance prepared by the Borough Attorney was provided to our office on October 24, 2014. NEA issued comments to the Borough and Borough Attorney for review.

6. **CONSENT ORDER FOR FINAL JUDGMENT AND RECORDING DOCKET NO. BER-L-3659-13 - 10 BEECHNUT STREET**

As authorized by the Borough in September 2014, Neglia Engineering Associates submitted the requisite Survey and Deeds to the Borough on September 30, 2014 as identified in the Consent Order for Final Judgment. Two packages were submitted. One copy was submitted for the Borough's records and the second was provided to the Borough for distribution to the property owner.

The Borough shall note that the encroaching pavement must be removed within 30 days as detailed within the Consent Order for Final Judgment. Neglia Engineering Associates met with the Department of Public Works on Friday, October 3, 2014 to address the mitigation location. Neglia Engineering Associates has completed this task. The Borough of Hillsdale shall commence the removal of the encroaching pavement as per the Consent Order for Final Judgment.



7. 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 quotes were received for the methane gas testing. 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. The Borough awarded the project in September 2014. At this time, resident notices have been distributed by the Borough to resident properties and properties in close proximity of which testing will occur. NEA is currently awaiting a final report for the gas monitoring services performed by Partners Engineering and Science, Inc. in October 2014.

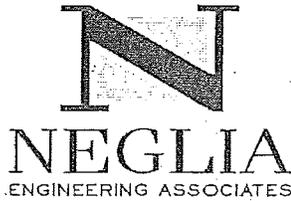
In addition to the methane gas testing, Neglia Engineering Associates submitted a solicitation for quotes to perform groundwater monitoring at Centennial Field as required by the NJDEP Closure Plan Approval on August 15, 2014 for receipt on August 25, 2014. Two quotes were received for groundwater monitoring. Neglia Engineering Associates prepared and submitted a recommendation letter on August 29, 2014 to award the project to Aqua Pro-Tech Laboratories for the amount of \$3,600.00. The Borough awarded the project in September 2014. The groundwater testing occurred on October 8, 2014. NEA is currently awaiting results.

As per the NJDEP landfill closure requirements, methane gas testing and groundwater monitoring results will be provided to the NJDEP during November 2014.

Partners Engineering and Science, Inc. submitted a final report detailing the investigation and results of the methane gas survey on October 17, 2014. Upon a review of the report findings, Neglia Engineering Associates identified elevated methane levels that were found around the existing restroom building and notified the Borough that same day.

Partners Engineering issued a follow-up that same day recommending to immediately prohibit smoking and all open flames from in and around the building, obtain one indoor air sample from the building's office space, obtain two sub-slab vapor samples from beneath the building, delineate each of the four "hits" around the building perimeter to determine the lateral extent of the shallow methane. In addition, Partners Engineering stated "Based on what we can see from the 2012 sampling event, it appears that "Location-4" was measured to be 100% of LEL and is located near 3rd base on the southern playing field. Other survey locations are at or approaching trigger limits as well, but their locations are unknown. We recommend a review the last two years of quarterly monitoring data to determine if these levels are an anomaly or constitute a trend. Grid sampling may be recommended to identify a possible methane build-up. The landfill gas meter consistently read "zero" methane in the ambient air between sampling points, so there is no reason to believe, at this time, that levels of methane on the playing fields would have any health affect on players, spectators or other users of the park."

Based upon Partners Engineering's recommendation, NEA requested a confirmation from Partners that same day if the building should be closed to the public. Partners recommended that the office



doors be open when occupied, as well as, the bathroom window and vents. NEA recommended that the building be closed due to the lack of control regarding that same day.

A proposal was submitted by Partners Engineering on October 20, 2014 for the additional recommended testing and authorized by the Borough of Hillsdale on the same day. Based upon obtaining additional information from previous records of the landfill, and contact with the NJDEP, Partners Engineering submitted a revised proposal on October 27, 2014. We understand that the Borough of Hillsdale will approve this proposal by the end of the week.

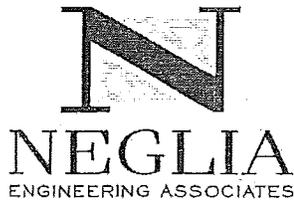
The additional information from previous records identified above noted that building was built over a synthetic vapor barrier followed by a ventilated crawl space, and that the building was designed in compliance with NJDEP vapor intrusion guidance and was further approved by NJDEP. Per Partner's Engineering, these design details could explain the high concentrations of methane sequestered beneath the vapor barrier. Furthermore, Partners Engineering noted that based upon the available information, "it seems unlikely that gas is funneling into the building, but we will not know for sure until we sample it, as rips, gaps or cracks may have developed over the past 14 years or so." As per NJDEP as conveyed by Partners, indoor air sampling is not required as per the solid waste rules if methane monitors are present and functioning , but they encourage sampling for the full spread of volatile organics (in addition to methane) to ensure that ambient air quality levels are in conformance.

8. HILLSDALE RAILROAD STATION PROJECT (BERGEN COUNTY HISTORIC PRESERVATION TRUST FUND 2014)

Neglia Engineering Associates understands that the Borough proposes to pursue grant funding for improvements to the Hillsdale Railroad Station located at Broadway and Hillsdale Avenue. A Declaration of Intent to Apply was submitted on August 1, 2014. Since the initial, additional structural damage to the railroad station was found by the Borough DPW in September 2014. Therefore, an updated Intent to Apply form was submitted to Bergen County Open Space on October 9, 2014. An endorsing resolution was adopted on October 7, 2014.

To be eligible for a grant, the applicant shall, as part of the application, show evidence of matching funds in hand or demonstrate clearly the ability to match the grant requested. An applicant's matching share shall consist only of eligible cash raised or eligible cash expenses incurred by the applicant. No in-kind or donated services are eligible for reimbursement or match. Therefore, the Borough of Hillsdale has certified that the bonding capacity is available for the bond amount of \$200,000. These are the estimated costs of improvements.

The Borough shall note that the New Jersey Historic Preservation Office (HPO) must review all funded projects for compliance with the *Secretary of the Interior's Standards* and a copy of the authorization letter supplied to the Historic Preservation Advisory Board (HPAB). Although not specifically required, a HPO authorization letter prior to the submittal to Bergen County Historic Preservation Trust Fund is recommended to confirm compliance with said standards. However, this authorization can be obtained prior to bidding for the project. In addition, the HPAB must approve all professionals, contractors, and craftspeople who are to perform work on the project. This is to ensure that they have had successful experience with projects involving historic properties and that their



work conforms to the Secretary of the Interior's *Standards*.

Neglia Engineering Associates obtained on October 16, 2014 from a qualified architect for historical improvements for submittal to Bergen County.

All work on projects funded through this program must begin within two years of the date of the award of the grant by the Bergen County Board of Chosen Freeholders and be completed within three years of the award. Work on the project must be done in accordance with the project schedule established in the grant agreement.

The tentative decision and recommendation of funding award by the Board of Chosen Freeholders will take place during Spring-Summer 2015.

Neglia Engineering Associates anticipates submitting to Bergen County Open Space by the deadline on October 31, 2014.

9. **BERGEN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT**

Applications for this grant are due on December 5, 2014. If the Borough would like to submit for this project, NEA will require notification by November 11, 2014.

Respectfully submitted,
Neglia Engineering Associates

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

Respectfully submitted,
Neglia Engineering Associates

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

Hillsdale Fire Departement

Chief - Jason Durie

January
February
March
April
May
June
July
August
September
October
November
December
YTD

of calls
19
21
30
18
24
19
18
15
19
183

Fire M/Mir	Fire M/Hr
16742.0	279.0
18634.0	310.6
19080.0	318.0
10776.0	179.6
15129.0	252.2
18214.0	303.6
20636.0	343.9
8885.0	148.1
12751.0	212.5
0.0	0.0
0.0	0.0
0.0	0.0
140847.0	2347.5

Drill M/Mir	Drill M/Hrs
3240.0	54.0
840.0	14.0
4830.0	80.5
3370.0	56.2
7515.0	125.3
4485.0	74.8
4904.0	81.7
3870.0	64.5
4020.0	67.0
0.0	0.0
0.0	0.0
0.0	0.0
37074.0	617.9

Tot M/Min	Tot M/Hr
19982.0	333.0
19474.0	324.6
23910.0	398.5
14146.0	235.8
22644.0	377.4
22699.0	378.3
25540.0	425.7
12755.0	212.6
16771.0	279.5
0.0	0.0
0.0	0.0
0.0	0.0
177921.0	2965.4

Hillsdale Volunteer Fire Department

380 Hillsdale Avenue, Hillsdale, New Jersey 07642

Phone # 201-358-5050 - Fax # 201-722-4714

To: Susan Witkowski Borough Clerk

November 11, 2014

From: Keith I Durie Secretary

Subject: Election Results

Please inform the Mayor & Council the following results of the elections held on Monday, November 10, 2014 at Fire Headquarters.

2015 Board of Fire Officers

Chief: James Domville

Deputy Chief : Patrick Doody

Sr. Captain

Thomas Kelley

Jr. Captain: Bryan Heitmann

1st Lieutenant

William Stanton

2nd Lieutenant

Jason DeGise

3rd Lieutenant

Barry Peterson

4th Lieutenant

Jason Durie

2015 Association Officers

President

George Wodowski

Vice President

Paul Muller

Secretary

Keith I. Durie

Treasurer

Patrick Doody

Assist. Secretary/Treasurer William Becker

Smoke and Carbon Monoxide Detectors can save your life.
Don't live home without them.

Hillsdale Board of Health

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

ACTIVITIES FOR THE MONTH OF OCTOBER, 2014

<u>VITAL STATISTICS</u>	<u>MONTH</u>	<u>YEAR TO DATE</u>	
Births for the month of Sept., 2014*	Males	4	28
	Females	2	16
Deaths for the month of Oct., 2014	Males	3	22
	Females	6	31

Marriages/Civil Unions:* 3
Transcripts: 15

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

Respectfully submitted,

Sarah Jeune
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

November 3, 2014

The Honorable Mayor and Council:

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

CHC Fees:	\$	175.00
Marriage Licenses:	\$	6.00
Transcripts	\$	122.00
Food Licenses	\$	750.00
Misc.	\$	30.00
Total:	\$	<u>1083.00</u>

Respectfully submitted,

Sarah Jeune
Board of Health Secretary
Deputy Registrar

RECREATION/STONYBROOK REPORT

November 2014

Recreation:

Seniors- Next Luncheon, November 19th at St. John's Parish Center, this lunch will be catered by Wilkes Deli of Hillsdale. December Luncheon is 17th, 11:30 at St. John's Parish Center.

Sports- Men's Basketball, Youth Basketball and Wrestling started. Girls Volleyball starts in December.

Halloween: Halloween Parade went really well, everyone got their own pumpkin, able to decorate them, donuts and goodie bags for everyone. This year we added a photo booth which was well received and a balloon artist.

Camp: We were given Smith School for the 2015 season. A BIG thank you to Jim Pfeifer who played a HUGE part in getting us the school. PVHS will accommodate us for the talent show the last day of camp.

Fingerprinting:

Still working with the sports associations getting coaches fingerprinted and having all files for code of conduct, concussion training, lightning and Rutgers certification. The cost is paid for by each coach the fee is \$26.00

Memorial Field House: Director Hughes spent 2 days with the Bergen County Prisoner giving the field house a mini face lift. Painting (bathrooms, grates on snack shed windows, bleachers,) caulking of windows, insulation piping, weeding, removal of weeds and limbs behind field house, cleaned out batting cage, dug outs, trimmed vegetation, removed leaves put on curb for DPW.

Welcome Committee:

Packets have been hand delivered new residents approximately 70 packets in total. A list is given to me monthly from the building dept.

of the new residents. Great packet full of Town information and flyers from local businesses once we get the Chamber started this packet will grow and Residents will get the benefits.

Stonybrook:

Money was transferred to Borough for agreement with Pool Commission last week. Waiting on United Water to pull all meters and plumber to winterize the building. I am working on getting prices for repairs and items for 2015 season. Phoenix Aquatic swim team wants to pay for a dome on Stonybrook new competition pool, at no cost to the club. We are considering all different ways and options to increase revenue.

Kiddie Pool Renovation: Completed, problems with project and the duration of it. Pool Commission is working with lawyer and contractor regarding penalties. Commission is working with Eric Bernstein on a possible impeding law suit with the contractor.

Office Addition – Canceled at this time.

Respectfully submitted,

Patty Hughes - Director

LAW OFFICES
JACOBS AND BELL
A PROFESSIONAL ASSOCIATION

RAPHAEL G. JACOBS
ALLEN M. BELL

26 FRANKLIN STREET
TENAFLY, NEW JERSEY 07670
(201) 568-2200

FAX: (201) 568-9570
EMAIL: lawfirm@jacobsandbell.com

November 6, 2014

Mayor and Council
Borough of Hillsdale
380 Hillsdale Ave.
Hillsdale, NJ 07642-2794

Re: Gassib - Proposed Minor Subdivision
Lot 3, Block 1109

Dear Mayor and Council:

I am writing on behalf of Joseph Gassib, owner of the above captioned property.

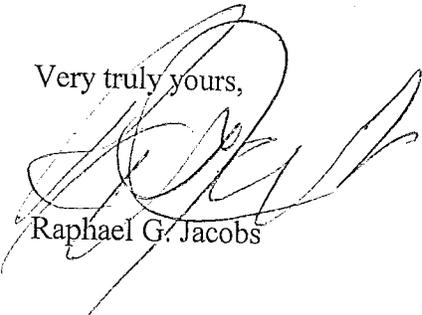
While I have no doubt that my client would ultimately prevail in an inverse condemnation action against the Borough, he has decided to pursue another path.

Mr. Gassib will donate the above captioned property to the Borough and use the donation for an appropriate tax deduction.

Since the Mayor, at a recent Planning Board meeting, indicated that the Borough would be interested in acquiring the lot if he had the funds to do so, I assume the Borough will welcome this donation.

Please contact me to confirm the Borough's willingness to accept this donation and we will prepare the Deed.

Very truly yours,



Raphael G. Jacobs

RGJ/lc

cc: Mr. Joseph Gassib

September 29, 2014

Susan Witkowski
Borough Administrator
Borough of Hillsdale
380 Hillsdale Avenue
Hillsdale, NJ 07642

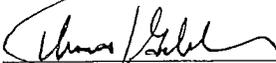
Re: 49 Oak Street, Hillsdale
Block 702, Lot 11

Dear Ms. Witkowski,

I am writing you to follow up on our telephone call from September 29, 2014 and to set forth a proposal for the donation of 49 Oak Street to the Borough of Hillsdale.

I wish to donate this property to the Borough of Hillsdale to be used as a Park/ Open Space by the residents of Hillsdale. The only request that I make is that a plaque be placed at the site entitled "Thomas and Catherine Giblin Memorial Park (or Open Space)." Please advise if the Borough would be interested in the donation of the property and what the procedure for doing so would be.

Very truly yours,


Thomas J. Giblin

(201) 670-3510

Thomasjgiblin@giblinlaw.com

BLQ: 702. 11.
Owner Name: GIBLIN, THOMAS J.

Tax Year: 2014 to 2014
Property Location: 49 OAK ST.

Tax Year: 2014	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total
Original Billed:	219.01	219.01	227.87	223.78	889.67
Payments:	219.01	219.01	227.87	0.00	665.89
Balance:	0.00	0.00	0.00	223.78	223.78

Date	Qtr	Type	Code	Check No	Mthd	Reference	Batch Id	Principal	Interest	2014 Prin Balance
								889.67		889.67
								889.67		889.67
01/31/14	1	Payment	001	25328	CK	11099	40 CFS	219.01	0.00	670.66
05/02/14	2	Payment	001	25559	CK	11440	28 DMATI2	219.01	0.00	451.65
07/23/14	3	Payment	001	25727	CK	11851	3 DMATI	227.87	0.00	223.78

Total Principal Balance for Tax Years in Range: 223.78

Susan Witkowski

From: Gregory Polyniak <gpolyniak@negliaengineering.com>
Sent: Wednesday, October 29, 2014 1:51 PM
To: Susan Witkowski
Subject: 49 Oak Street, Hillsdale - Borough Property Acquisition

Dear Sue,

Per our conversation last month and per the request of the Governing Body, Neglia Engineering Associates understands that the Borough has the ability to acquire 49 Oak Street. Prior to acquiring the property, Neglia Engineering Associates would recommend that the following tasks occur:

1. A property survey be prepared with the benefit of the current title report.
2. A Phase I Environmental Assessment be prepared.

If you should have any questions or comments, please do not hesitate to contact our office.

Sincerely,

Greg

Gregory J. Polyniak, P.E., P.P., C.M.E.
Vice President



34 Park Avenue
PO Box 426
Lyndhurst, NJ 07091
Tel: 201.359.8233
Fax: 201.359.8346
www.negliaengineering.com

CIVIL ENGINEERING • MUNICIPAL ENGINEERING
LANDSCAPE ARCHITECTURE • TRAFFIC ENGINEERING • PLANNING
LAND SURVEYING • CONSTRUCTION MANAGEMENT

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer	General Management - GIM	
1	<p>Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. <u>Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?</u></p>	<p>The Borough is evaluating a shared service agreement for Court Services with two other neighboring municipalities.</p>
2	<p>Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances. <u>Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken?</u></p>	
Yes	<p>Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</p>	
4	<p>Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report</u> with respect to local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?</p>	
Yes		

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)

Please see Color Key at bottom of sheet for limits on answers

0227	Answer	Question	Comments
5	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; easily accessible contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
6	No	Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).	

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer		
7	<p>With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "<u>PERC Summary Form: Public Sector: Non-Police and Non-Fire; Section V Impact of Settlement</u>" and "<u>PERC Summary Form; Police and Fire: Section VII Impact of Settlement</u>"</p>	
Yes	<p>A municipality's participation in FEMA's <u>National Flood Insurance Program Community Rating System</u> can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm. Does your municipality have, or is your municipality in the process of attaining, a <u>Community Rating System</u> ranking of at least <u>Class 9?</u></p>	
8	<p>Yes</p>	
9	<p>N/A</p> <p>If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?</p>	
10	<p>Yes</p> <p>The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. While far more local officials are required to file Financial Disclosure Forms than simply local elected officials, their compliance is particularly important. <u>Have all of your local elected officials filed their Financial Disclosure Form in 2014 that covers the 2013 calendar year?</u></p>	

Hillsdale Borough (Bergen)

Please see Color Key at bottom of sheet for limits on answers

0227	Answer	Question	Comments
11	N/A	<p>Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of such an authority is often appropriate, and many authorities successfully and efficiently fulfil their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. <u>N.J.S.A. 40A:5A-20</u> allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. <u>Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</u></p>	
Finance & Audit - FA			
12	Yes	<p>Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. <u>1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.</u></p>	<p>The last discussion was held on 9/2/2014 during a Finance Committee Meeting.</p>

Best Practices Worksheet CY 2014/SFY2015

Hilsdale Borough (Bergen)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer		
Yes	<p>With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. <u>Is your municipality 1) marketing note sales beyond publishing the notice required by N.J.S.A. 40A:2-30, and beyond displaying a notice on your municipal website; and 2) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?</u></p>	
14 Yes	<p>Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues? If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.</p>	<p>The most recent Finance Committee meeting was held on September 2, 2014. The Finance Committee meets on a monthly basis.</p>
15 No	<p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. <u>Have all audit findings from the 2012 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2013 audit? If the answer is no, please list the repeat findings in the comments section. In the event your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.</u></p>	<p>Improvement authorizations in excess of five (5) years old with cash deficits be funded.</p>

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)		
0227	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
16 Yes	<p>The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm. <i>Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.</i></p>	
17 Yes	<p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	

Hillsdale Borough (Bergen)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
		Comments
18	Yes	<p><u>N.J.S.A. 40A:5-4</u> requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, <u>N.J.S.A. 40A:5-6</u> requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. <u>Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.</u></p>
19	Yes	<p>For its most recent audit period completed, has the municipality: 1) not had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) not accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) not been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?</p>
20	Yes	<p>Pursuant to <u>N.J.S.A. 40A: 2-40</u>, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. <u>Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?</u></p>
21	Yes	<p><u>Local Finance Notice 2014-09</u> contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. <u>Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?</u></p>

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)

Please see Color Key at bottom of sheet for limits on answers

0227	Answer	Question	Comments
22	Yes	<p>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?</p> <p>Procurement - P</p>	
23	Yes	<p>Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at http://www.nj.gov/dea/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc. Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements? Changes in energy markets could potentially offer substantial savings for local governments. Local Finance Notice 2012-12 provides important guidance on the competitive procurement of energy. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) whether the cooperative or competitive procurement of energy would benefit your municipality? If you answer "Yes", please state in the comment section the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. You may only answer "N/A" if your municipality already participates in competitive energy procurement.</p>	
24	N/A		

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)

Please see Color Key at bottom of sheet for limits on answers

	0227	Answer	Question	Comments
25	No		<p>The Local Finance Board recently adopted new rules, outlined in <u>Local Finance Notice 2013-17</u>, expanding municipalities' ability to purchase goods and services with procurement cards. The most significant change is the elimination of the prior per-transaction monetary limitation on P-Cards (15% of local unit's bid threshold) where a Qualified Purchasing Agent manages a local unit's P-Card program. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) how and whether a procurement card program could benefit the municipality or, if a procurement card program already exists, whether the program complies with the new regulations? If you answered "Yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee. If your municipality has a procurement card program, please name the vendor in the Comment section.</p>	
26	N/A		<p>P.L. 2013, c. 37, known as the "Sandy Integrity Monitor Law", requires the State Treasurer to assign monitors to recovery and rebuilding-related contracts \$5 million or above, and grants the Treasurer discretion to assign monitors on contracts below \$5 million. Pursuant to authority granted under the law, all Sandy-related recovery and rebuilding contracts over \$2 million awarded by local governments must be reported to the State Department of Treasury. Please access Treasury's Sandy website at http://www.state.nj.us/treasury/news-sandy.shtml for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law.</p> <p><u>Has your municipality reported all Superstorm Sandy-related contracts over \$2 million to</u></p>	
27	Yes		<p><u>N.J.S.A. 40A:11-5 (a)(i)</u> states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality...". <u>With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</u></p>	

Hillsdale Borough (Bergen)

Please see Color Key at bottom of sheet for limits on answers

	Question	Comments
0227	Answer	
	Budget Preparation and Presentation - BP	
28	<p>In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</p>	
29	<p>In preparing your annual budget for the current year, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two future year's budgets, and 2) are these budget projections discussed with the governing body?</p>	
30	<p>Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</p>	
31	<p>Do elected officials receive a written status report at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?</p>	
32	<p>In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?</p>	

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Question	Comments
0227	Answer	
33	Yes	
34	Yes	

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Comments
	Question	
	Health Insurance - HI	
35	Yes	
	<p>Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.</p>	
36	Yes	
	<p>Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?</p> <p>Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u></p> <p>The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. <u>If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</u></p>	
37	N/A	
38	N/A	

Hillsdale Borough (Bergen)

Please see Color Key at bottom of sheet for limits on answers

0227	Answer	Comments
	Question	
39	<p>Prospective</p> <p>Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has largely disappeared, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your municipality: (1) explored all necessary actions to end payments in lieu of health benefits (e.g. modifying collective bargaining agreements); and (2) either adopted or discussed at a public meeting a policy prohibiting payments in lieu of health benefits to officers and employees who are not contractually entitled to such payments? An answer of "N/A" is only applicable where there are no instances in the municipality of payments in lieu of health benefits.</u></p>	

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
		Personnel - PE
	Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.</u></p>
41	Yes	<p>N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. <u>Has your municipality filed all current contracts with PERC?</u></p>
42	Yes	<p><u>Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?</u></p>

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)

Please see Color Key at bottom of sheet for limits on answers

0227	Question	Comments
Answer		
43	<p>Yes</p> <p>Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?</p>	
44	<p>No</p> <p>Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?</p>	

Hillsdale Borough (Bergen)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer		
45 Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work? The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. <u>Does your municipality limit benefits for work-related injuries to the above statutory benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation <u>through collective bargaining</u> .	
46 No	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$595 for disabilities beginning on or after 1/1/13. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.	
47 N/A		
48 Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees? For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
49 Yes		

Hillsdale Borough (Bergen)

Please see Color Key at bottom of sheet for limits on answers

0227	Answer	Question	Comments
50	Prospective	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.	The Borough is in the process of updating its Employee Handbook and associated Personnel Policy and Procedures Manual.
0	Select		
35	Yes		
6	No		
7	N/A		
2	Prospective		
50	Total Answered:		
	44	Score (Yes + N/A + Prospective)	
	88%	Score %	
	0%	Percent Withheld	

Chief Administrative Officer's Certification

I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.

Name: **Susan Witkowski, Borough Administrator/Clerk**

Certification #(s)
Date October 15, 2014

Chief Financial Officer's Certification

I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.

Name: **Durene M. Ayer**

Certification #(s) **N0508**
Date October 15, 2014

Best Practices Worksheet CY 2014/SFY2015

Hillsdale Borough (Bergen)

Please see Color Key at bottom of sheet for limits on answers

0227	Question	Comments
Answer	Red = Repeat Question; Prospective answers not permitted	
	Blue = Questions where neither "not applicable" nor "N/A" answers are permitted	
	Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted	
	No Color = "Yes", "No", "Prospective" and "Not Applicable" are all permissible answers	
	# of Questions scored Yes, Prospective, or "not applicable"	Amount of Aid Disbursed
	41-50	100%
	33-40	80%
	25-32	60%
	17-24	40%
	9-16	20%
	0-8	0%
		Impact on final 5% aid payment/impact on total aid
		No penalty
		Lose 20% which equals 1% of total aid
		Lose 40% which equals 2% of total aid
		Lose 60% which equals 3% of total aid
		Lose 80% which equals 4% of total aid
		Lose 100% which equals 5% of total aid
	Question	Table of Weblinks
4	http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf	
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Police_and_Fire_2012.04.02_Instructions_and_Example.pdf	
7	http://www.state.nj.us/perc/Collective_Bargaining_Agreement_Summary_Form_Non-Police_and_Non-Fire_2012.04.02_Instructions_and_Example.pdf	
8	http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system	
8	http://www.nj.gov/dep/floodcontrol/about.htm	
20	http://www.nj.gov/dca/divisions/dlqs/ftns/13/2013-3.pdf	
21	http://www.nj.gov/dca/divisions/dlqs/ftns/14/2014-09.pdf	
23	http://www.nj.gov/dca/divisions/dlqs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc	
24	http://www.nj.gov/dca/divisions/dlqs/ftns/12/2012-12.pdf	
25	http://www.nj.gov/dca/divisions/dlqs/ftns/13/2013-17.pdf	
26	http://www.state.nj.us/treasury/news-sandy.shtml	

BOROUGH OF HILLSDALE
Ordinance No.14-16
(Adoption)

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 292 "TRAFFIC AND PARKING" OF THE BOROUGH CODE OF THE BOROUGH OF HILLSDALE, BERGEN COUNTY, STATE OF NEW JERSEY

Be it ordained by the Borough Council of the Borough of Hillsdale, in the County of Bergen and State of New Jersey as follows:

Article VII Schedules; Section 292-57, Schedule XVI: Parking Prohibited Certain Hours; is hereby amended and supplemented to add the following designated locations:

Name of Street	Side	Time Limit: Hours/Days	Location
Liberty Avenue	South	7:30 a.m. to 9:00 a.m. 2:30 p.m. to 3:30 p.m. School Days	From Trinity Place to Grove Street

Article VII Schedules; Section 292-59, Schedule XVIII: Time Limit Parking; is hereby amended and supplemented to add the following designated locations:

Name Of Street	Side	Time Limit: Hours/Days	Location
Magnolia Avenue	West	2 hours; 7:00 a.m. to 7:00 p.m. Except Saturday/Sunday & Holidays	Cross Street to Liberty Avenue
Trinity Place	West	2 hours; 8:00 a.m. to 4:00 p.m. School Days	North from 58 Trinity Place to Liberty Avenue

Article VII Schedules; Section 292-59, Schedule XVIII: Time Limit Parking; is hereby amended and supplemented to remove the following designated locations:

Name Of Street	Side	Time Limit: Hours/Days	Location
Trinity Place	West	2 hours; 8:00 a.m. to 4:00 p.m. School Days	Hillsdale Avenue to Liberty Avenue
Trinity Place	East	2 hours; 8:00 a.m. to 4:00 p.m. School Days	From a point of 100 feet north of Hillsdale Avenue to a point 60 feet north thereof

Article VII Schedules; Section 292-55, Schedule XIV: Parking Prohibited at All Times; is hereby amended and supplemented to add the following designated locations:

Name Of Street	Side	Location
Trinity Place	West	From Hillsdale Avenue to Liberty Avenue

Article IV Municipal Parking Lots; Section 292-34:B, Schedule XIV, Identification Stickers; is hereby amended and supplemented to add the following designated locations:

Name Of Street	Side	Time Limit: Hours/Days	Location
Magnolia Avenue	West	Permit Parking School Days	North from Hillsdale Avenue to Liberty Avenue
Magnolia Avenue	East	Permit Parking School Days	North from Hillsdale Avenue to the south driveway of 120 Magnolia Avenue
Trinity Place	East	Permit Parking School Days.	North from Hillsdale Avenue to the south driveway of 58 Trinity Place

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

Adopted: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

BOROUGH OF HILLSDALE
ORDINANCE NO. 14-17
(Introduction)

**AN ORDINANCE TO AMEND, REVISE AND SUPPLEMENT
CHAPTER 260 OF THE HILLSDALE BOROUGH CODE,
ENTITLED "STREETS AND SIDEWALKS" MOST NOTABLY,
SECTION 260-16, ENTITLED "STREET OPENING
REGULATIONS" WITH THE ADDITION OF SECTION 260-16.1
ENTITLED "SPECIFICATIONS AND PROCEDURES FOR
PAVEMENT"**

BE IT ORDAINED by the Borough Council of the Borough of Hillsdale, County of Bergen, that the Hillsdale Borough Code is hereby amended, revised and supplemented as to Chapter 260, entitled "Streets and Sidewalks", most notably Section 260-16, entitled "Street Opening Regulations" with the addition of Section 260-16.1, entitled "Specifications and procedures for pavement" as follows:

§ 260-16.1 Specifications and procedures for pavement.

The following specifications and procedures shall be applicable to all pavement on roads and streets within the Borough of Hillsdale:

- A. For openings of less than one hundred (100) square feet in surface area, the upper seven and one-half (7 ½) inches of trench shall be filled by the applicant with graded one-and-one-half-inch (1 ½) stone equal to the applicable and current State Specification(s), with dust, compacted by a five-ton roller. After twenty-four (24) hours of traffic, or other period as stipulated by the appropriate Borough official, the edges of the trench shall be saw cut parallel to the street center line and six (6) inches outside the widest trench limits, after which the upper three and one-half (3 ½) inches of stone shall be removed and final pavement shall be constructed. After thirty (30) calendar days, and after six (6) months, the applicant shall place fine aggregate bituminous concrete in depressed areas to form a smooth, even street surface.

- B. For openings of greater than one hundred (100) square feet in surface area, the upper seven and one-half (7 ½) inches of trench shall be filled by the applicant with five (5) inches of graded one-and-one-half-inch (1 ½) stone equal to the applicable and current State Specification(s), with dust, and one and one-half (1 ½) inches of stabilized base material equal to the applicable and current State Specification(s), compacted by a ten-ton roller. The surface shall be maintained by the applicant for not less than thirty (30) calendar days and, at the discretion of the appropriate Borough official, to a maximum of ninety (90) calendar days, such that maximum surface depression is one (1) inch. Thereafter, the edges of the trench shall be saw cut parallel to the street center line and six (6) inches outside the widest trench limits, after which the upper three and one-half (3 ½) inches of material shall be removed, and final pavement shall be constructed. After six (6) months, the applicant shall place fine aggregate bituminous concrete in depressed areas to form a smooth, even, street surface.

- C. For emergency openings from November 15 through March 31, the procedure shall be the same as for openings greater than one hundred (100) square feet, except that temporary paving material may be approved cold patching compound, if hot material is not available.
- D. Final pavement in all cases shall be four (4) inches of graded one-and-one-half-inch (1 ½) stone, equal to the applicable and current State Specification(s), with dust, two (2) inches of stabilized base material equal to the applicable and current State Specification(s), one and one-half (1 ½) inches of fine aggregate bituminous concrete equal to the applicable and current State Specification(s), feathered over a twelve-inch (12) width of tack coat, to meet adjacent surfaces. All thickness shall be as measured after compaction by a ten-ton roller.
- E. Where a trench exceeds one hundred (100) feet in length, a one-and-one-half-inch (1 ½) surface course shall be placed from curb to curb on all streets. Where a trench exceeds six (6) feet in width, or is skewed to street center line or is connected to spur trenches, a one-and-one-half-inch (1 ½) surface course shall be placed from curb to curb. In all cases the surface shall be cleaned end tack coat placed before application of surface course, which shall be feathered toward each curb.
- F. Upon prior approval of the appropriate Borough official, subgrade stone may be replaced with an equivalent thickness of stabilized base material.
- G. The roadway restoration and trench repair as stipulated within this ordinance shall be followed. If it is found during trench excavation that a roadway section is thicker than stipulated within this ordinance, the existing, thicker pavement section shall be constructed.
- H. All roadway restoration work shall be performed to maintain current drainage patterns. In addition, unless authorized by the Borough, roadway surface grade elevations shall not change. If milling is necessary to satisfy these requirements, milling shall be performed in accordance with current NJDOT regulation and in accordance with the requirements as stipulate by the Borough and its professionals.

NOW THEREFORE, BE IT FURTHER ORDAINED that this Ordinance, if adopted by the Borough Council shall, within five (5) days after its passage, Sundays excepted, be presented to the Mayor and Borough Clerk. The Mayor shall, within ten (10) days after receiving the ordinance, Sundays excepted, either approve this Ordinance by affixing his signature thereto or return it to the Council by delivering it to the Borough Clerk together with a statement setting forth his objections thereto or any item or part thereof. This Ordinance or any item or part thereof shall not take effect without the Mayor's approval, unless the Mayor fails to return this Ordinance to the Borough Council, as prescribed above, or unless the Borough Council, upon consideration of this Ordinance following its return shall, by a vote of two thirds (2/3rds) of all of the members of the Borough Council, resolve to override the veto.

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

Introduced: November 12, 2014

Attest: _____
 Susan Witkowski
 Municipal Clerk

 Max Arnowitz
 Mayor

BOROUGH OF HILLSDALE
RESOLUTION 14210

LAWN MAINTENANCE

BE IT RESOLVED, the Mayor and Council hereby approve the certification of cost submitted by the Code Department in the amount of \$450.00 for Beutel Landscape Design for lawn maintenance for Block 1524 Lot 9, 15 Wilts Avenue, Hillsdale, NJ.

BE IT FURTHER RESOLVED that the Tax Collector is hereby authorized to add the amount of \$450.00 respectively to the 4th quarter tax bill for 2014 for Block 1524 Lot 9.

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 lawn maintenance and therefore being made available and certified against the 2014 Municipal Operating Budget, Acct# 4-01-26-310-024 Total Certified Amount: \$450.00 Amount Certified 2014 Municipal Operating Budget \$450.00.


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: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

BOROUGH OF HILLSDALE
RESOLUTION 14226

**RESOLUTION EXPRESSING THE IMPORTANCE TO RECOGNIZE THE
STRENGTH OF LOCAL PENSION FUNDING IN REGARDS TO
RECOMMENDATIONS FROM GOVERNOR
CHRISTIE'S PENSION & HEALTH BENEFIT STUDY COMMISSION**

WHEREAS, State actuaries confirm by the latest Valuation Report the pension and benefit reform enacted in 2010 and 2011, coupled with the consistent pension payments made by employees and local governing bodies, have resulted in the savings; and

WHEREAS, the fiscal health of "Other Than State" public pension systems, report a distinction between local commitments, and the commitments which are a State government's responsibility; and

WHEREAS, according to the latest Valuation Reports, local government Public Employees Retirement System (local PERS) and local Police and Fire Retirement System (local PFRS), are more sound, due to the fact municipalities and counties have funded full employer contributions as required for over a decade, with local PERS currently funded (comparing assets to liabilities) at 73.9% and local PFRS is currently funded at 76.9%, according to the experts; and

WHEREAS, the State PERS, on the other hand, is currently funded at 48.1%, and State PFRS is, at 50.8% and both will go lower for lack of payment; and

WHEREAS, the Officers of the League of Municipalities have submitted a statement to Governor Christie's Pension and Health Benefit Study Commission, urging that the Final Report and Recommendations of that Study Commission not weaken the vitality of the local pension plans;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council, Borough of Hillsdale, County of Bergen, State of New Jersey according to the following:

1. The Hillsdale Council urges State policy-makers to recognize the deficit issues are State Funding problems, and reject any recommendations that would threaten municipal budgets and property taxpayers; to share the cost.
2. We recognize the State's budget problems and are anxious to see results but cannot permit a shifting of the State burdens to our property taxpayers.

3. The Pension and Health Benefits commission must also address State mandated requirements which drive up the cost of funding health benefits insurance by property tax payers.
4. A certified copy of this Resolution is to be forwarded to Governor Chris Christie, State Treasurer Andrew Sidamon-Eristoff, our State Senator (Barns), Representative Pinken in the General Assembly, and to the New Jersey League of Municipalities.

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

Adopted: November 12, 2014

Attest: _____
 Susan Witkowski
 Municipal Clerk

 Max Arnowitz
 Mayor

BOROUGH OF HILLSDALE
RESOLUTION 14227

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 budget of the year 2014 in the sum of \$1,221.00 which item is now available as revenue from the New Jersey Division of Criminal Justice.

SPECIAL ITEM OF REVENUE OFF-SET WITH APPROPRIATIONS
Body Armor Fund - NJ - \$1,221.00

Pursuant to the provisions of the statute; and

SECTION 2

BE IT FURTHER RESOLVED, the like sum of \$1,221 be and the same is hereby appropriated under the caption of:

OPERATIONS EXCLUDED FROM "CAPS"
PUBLIC AND PRIVATE PROGRAMS OFF-SET BY REVENUE
Body Armor Fund - NJ - \$1,221.00

SECTION 3

BE IT FURTHER RESOLVED, the above is the result of funds due to the Borough of Hillsdale, from the New Jersey Alcohol Education and Rehabilitation Fund, which 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.

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

Adopted: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

**BOROUGH OF HILLSDALE
RESOLUTION 14228**

**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 budget of the year 2014 in the sum of \$4,000.00 which item is now available as revenue from the New Jersey Division of Highway Traffic Safety.

SPECIAL ITEM OF REVENUE OFF-SET WITH APPROPRIATIONS
Click It or Ticket - \$4,000.00

Pursuant to the provisions of the statute; and

SECTION 2

BE IT FURTHER RESOLVED, the like sum of \$4,000.00 be and the same is hereby appropriated under the caption of:

OPERATIONS EXCLUDED FROM "CAPS"
PUBLIC AND PRIVATE PROGRAMS OFF-SET BY REVENUE
Click It or Ticket - \$4,000.00

SECTION 3

BE IT FURTHER RESOLVED, the above is the result of funds due to the Borough of Hillsdale, from the New Jersey Division of Highway Traffic Safety, which 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.

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

Adopted: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

BOROUGH OF HILLSDALE
RESOLUTION 14229

RAFFLE LICENSE

WHEREAS, Pascack Valley High School – Tip-In Club, 200 Piermont Avenue, Hillsdale, NJ 07642 has made proper application for the following Raffle; 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: 710

Type of License

Off-Premise 50/50 Cash Raffle

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

Adopted: November 12, 2014

Attest: _____

Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

Application for Raffles License

Application No. RA: 710

Identification No. 211-5-37794

Insert name of Municipality Hillsdale

Prepare 4 copies of application. One copy will be returned

Part A General

1 Name of applying organization "Pascack Valley H.S. Tip-In Club"

2 a. Street address of headquarters 200 Piermont Ave., Hillsdale, NJ 07642

b. Mailing address (if different) - Same -

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>OFF PREMISE DRAW RAFFLE CASH</u>	<u>7 PM</u>		
<u>FEB 12, 2015</u>			

4 Address of place where Raffles will be played Pascack Valley High School
200 Piermont 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: 70 members.

BOROUGH OF HILLSDALE
RESOLUTION 14230

**AUTHORIZE THE BOROUGH CLERK TO ADVERTISE REQUESTS FOR
QUALIFICATIONS FOR BOROUGH PROFESSIONALS**

BE IT RESOLVED, that pursuant to N.J.S.A. 19:44A-20.4, et seq. that the Borough Clerk is hereby authorized to advertise for the above mentioned services for the following positions for year 2015:

Borough Attorney
Borough Auditor
Borough Appraiser
Borough Bond Counsel
Borough Engineer
Borough Labor Attorney
Attorney for Tax Appeals
Borough Prosecutor
Alternate Borough Prosecutor
Borough Planner
Borough Public Defender
Risk Management Insurance Consultant

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

Adopted: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

**BOROUGH OF HILLSDALE
RESOLUTION 14231**

**2014 BERGEN COUNTY OPEN SPACE, RECREATION,
FARMLAND & HISTORIC PRESERVATION TRUST FUND GRANT
SAPIENZA GARDENS PARK IMPROVEMENTS**

WHEREAS, the Bergen County Open Space, Recreation, Farmland & Historic Preservation Trust Fund ("County Trust Fund"), provides matching grants to nonprofit organizations for assistance in the development or redevelopment of municipal recreation facilities; and,

WHEREAS, the Sapienza Gardens lie within lands owns by the Borough of Hillsdale; and,

WHEREAS, the Sapienza Gardens, a 501(c)(3) nonprofit organization desires to further the public interest by obtaining a matching grant of \$25,000 from the County Trust Fund to fund the following project: Sapienza Gardens Improvements; and,

WHEREAS, the Sapienza Gardens Board of Directors has reviewed the County Trust Fund Program Statement, and the Trust Fund Municipal Program Park Improvement application and instructions and desires to make an application for such a matching grant and provide application information and furnish such documents as may be required; and,

WHEREAS, as part of the application process, the governing body of the Borough of Hillsdale will hold/has held a public hearing on December 2, 2014 to receive comments of said application; and,

WHEREAS, the County of Bergen shall determine whether the application is complete and in conformance with the scope and intent of the County Trust Fund; and,

WHEREAS, the Sapienza Gardens Board of Directors is willing to use the County Trust Fund in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the County of Bergen for the above named project and ensure its completion on or about the project contract expiration date.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hillsdale:

1. That it is hereby endorses the application being made by the Sapienza Gardens Board of Directors.
2. That the Borough of Hillsdale will not bear any financial burden for the proposed improvements.
3. That the Sapienza Gardens Board of Directors is committed to providing a dollar for dollar cash match for the project with a donation provided by the Pascack Valley Regional High School Board of Education; and,
4. That only those park improvements identified and approved in the project application, its Trust Fund contract, or other documentation will be considered eligible for reimbursement.

5. That the Borough Council of the Borough of Hillsdale agrees to comply with all applicable federal, state, and local laws, rules, and regulations in its performance of the project; and,

6. That this resolution shall take effect immediately.

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

Adopted: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

BERGEN COUNTY OPEN SPACE TRUST FUND

2014 Municipal Program Park Improvement Application

PLEASE NOTE THIS APPLICATION IS ONLY FOR PARK IMPROVEMENT/DEVELOPMENT PROJECTS.
IT IS NOT FOR USE WITH ANY OTHER TRUST FUND PROJECT CATEGORY.

I APPLICANT

Municipality: Nonprofit: Sapienza Gardens Corporation		Administrator/Manager/Clerk: Jack Stubbs, President	
Address: 80 Westdale Avenue	Town: Hillsdale	NJ	Zip Code: 07642
Name & Title of Application's Contact Person: → Jack Stubbs			
Telephone: 201-664-9008	E-mail Address: info@SapienzaGardens.org		

II PROJECT INFORMATION

Name of Project: Sapienza Gardens Park Improvements			
Name of Park where Project is Located: Memorial Park			
Street Address of Park: St. Nicholas Ave. & St. Mary Street, Hillsdale	Tax Block(s)/Lot(s) 2101	Tax Block(s)/Lots(s) 29	
Property Owner as per Tax Records: Township of Washington			
Brief Description of Proposed Park Improvements: New utility services, new trees/fauna, new interpretive signs and trail markings.			

III PROJECT FUNDING SOURCES & TOTAL PROJECT COST

TRUST FUND REQUEST	\$ 25,000	TOTAL PROJECT COST \$ 50,000
<u>OTHER SOURCES:</u>		<u>FUNDING NOTES:</u>
MUNICIPAL CAPITAL FUNDS	\$	Donation from Pascack Valley Regional High School Board of Education
MUNICIPAL OPEN SPACE FUNDS	\$	
GREEN ACRES GRANT	\$	
GREEN ACRES LOAN	\$	
FEDERAL FUNDS (CDBG)	\$	
OTHER (SPECIFY)	\$ 25,000	
TOTAL OTHER SOURCES:	\$ 25,000	

IV EXPLANATION OF NEED – WHY IS IT NECESSARY?

Is project consistent with Municipal Master Plan and/or Open Space Recreation Plans? YES NO

If yes, provide Municipal Master Plan/Open Space Recreation Plan page reference/citation _____

If not consistent, then explain why?: _____

Please provide a brief description explaining the need for this project. Explain in detail how your proposed project is in support of increasing or improving outdoor active and/or passive recreation activities in your community. **Why does it need to be done?** Identify any factors that contribute to this need, i.e., lack of similar recreational facilities, outdated or unsafe equipment, increased demand, etc.

The Sapienza Gardens Corporation's (SGC) goals are to educate, support volunteerism, and to contribute to the awareness of the environment utilizing a garden setting. By providing enriching educational and community programs, SGC works to instill both individual and civic respect for nature, an understanding of the flora and fauna in the area, and responsibility for contributing to New Jersey's need for a healthy environment.

The development of the Gardens is ongoing with the focal point of the Gardens being a Children's Garden. The Children's Garden will be wheelchair accessible and provide for gardening opportunities and learning experiences for children of all ages. The Sapienza Gardens lie within Borough owned property and are open to the general public. It is used by a wide array of patrons including the Pascack Valley High School Environmental Club and local boycout/girlscout troops.

To increase patronage to the park and provide better educational experiences, new water and electric service to any existing utility shed are required. These additional utilities will provide services critical to expansion of educational programs. With these added services, events and programs will be much easier to administer and thus will proliferate in size and number of patrons.

Additionally, new trees, interpretive signage and trail markings will be provided for further educational and recreational opportunities. New, native trees and fauna will be planted with signage for educational opportunities to the public. Trail markings will provide better directions so that the entire park can be fully enjoyed. By adding these adornments to the Gardens, patronage to the park will be increased.

The area lacks similar opportunities for environmental educational opportunities and thus the Gardens must be continuously enhanced so children and adults can enjoy and learn more about nature and the environment.

V PROJECT SCOPE OF WORK OR LIST OF PARK IMPROVEMENTS

Please provide a detailed description of the actual proposed park improvements. State the exact work that will occur in this park using this grant (i.e., adding/replacing playground equipment, park furniture, or fences; creating or renovating ball fields and playing courts; adding landscaping, etc.). Be specific. These park improvements must also be included in the detailed project cost estimate budget. Additional information can be explained in Item VI below.

The proposed project entails park improvements to Sapienza Gardens within the Borough of Hillsdale. The following improvements are proposed:

- 1) New water service to an existing utility shed to provide water for agricultural projects and educational programs.
- 2) New electric service to an existing utility shed to provide power for educational and recreational programs held at the Gardens.
- 3) New trees and fauna, native to the area to promote environmental education.
- 4) New interpretive signs to promote environmental education.
- 5) New trail markings to provide better access to all areas of the Gardens.

VI AMERICANS WITH DISABILITY ACT COMPLIANCE

Does this project include any installation or improvements related to ADA? YES NO

If "Yes," then describe how they will be incorporated into the scope of this Project.

VII BUDGET

Attach a detailed estimate of the project's budget that specifies units, quantities of materials to be utilized, and project elements. It must be prepared, and signed, by a New Jersey-licensed engineer, architect, or landscape architect. See the Sample referenced in this Application's Instructions.

Note that applicants are required to provide a dollar-for-dollar cash match for any Open Space Trust Funds awarded. "Sweat equity" work does not apply toward applicant's required cash match. Use of municipal labor does not apply toward applicant's required cash match. Soft costs, such as architectural/engineering/surveying services, fees, permits, legal, administrative, environmental, or any other similar expenses are ineligible for reimbursement from the Open Space Trust Fund Program.

VIII HISTORIC PRESERVATION ASSESSMENT

Describe any existing historic buildings, structures, sites, or historic districts listed on the State and National Registers of Historic Places, included in the Bergen County Historic Sites Survey, or in your municipality's master plan that are located within or contiguous to the project site. List by name, address, and/or block and lot numbers. Indicate whether Not Applicable.

Not Applicable

IX ENVIRONMENTAL FACTORS & PERMITS

If the park improvement project impacts an undisturbed or natural portion of the project site, please submit results of the Natural Heritage Data search (available from the NJ DEP's Office of Natural Lands Management at <http://www.nj.gov/dep/parksandforests/natural/heritage/> or by calling (609) 984-1339. The results of the search must be attached to and discussed below.

Please indicate if the project area contains any of the following environmental elements:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Floodplains | <input type="checkbox"/> Wetlands | <input type="checkbox"/> C-1 Streams |
| <input type="checkbox"/> Watershed Buffers | <input type="checkbox"/> Mature Woodlands | <input type="checkbox"/> Steep Slopes |
| <input type="checkbox"/> Endangered/Threatened Wildlife Habitat (specify) _____ | | |
| <input type="checkbox"/> Endangered/Threatened Vegetation (specify) _____ | | |
| <input type="checkbox"/> Presence of Hazardous Materials (specify) _____ | | |

Will the project require any permits from any government agency? YES NO

If yes, list the permits below and indicate whether you have obtained them.

Construction permits from the Borough of Hillsdale to be obtained prior to construction.

X ANTICIPATED DATE OF PROJECT COMPLETION

Anticipated date for project completion: is September 2015

As per the Trust Fund's regulations, Trust Fund grant projects must be completed within 24 months from the date of final Freeholder grant approval via resolution. (See Instructions for anticipated date of final Freeholder approval for this funding round.) Banking or stockpiling of Trust Fund grants is not permitted. Failure to complete the project within the grant contract time period will result in forfeiture of the grant for failure to comply with the terms of the Trust Fund Project Contract.

XI APPLICATION CHECKLIST

The following items are **REQUIRED** in order to complete this application. An incomplete application will be returned.

	Yes	No	Not Applicable
Application Completed & Certification Signed below?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Project Location Map (Tax Map or Aerial Map)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Conceptual Site Plan of Proposed Park Improvements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Color Photographs of Existing Site Included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current Year Municipal Resolution Endorsing Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Architect/Engineer's Detailed Budget/Cost Estimate is Included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does Project involve ADA Facilities/Structures/Features?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copies of required Environmental Permits are attached? Historic	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Structures/Features/Elements are Present?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Hearing Held in Accordance w/ Instructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Project Located on or at Board of Education-owned property	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

XII APPLICANT CERTIFICATION

This Certification is to be signed and attested to by Applicant:

As the municipal ADMINISTRATOR/CLERK/MANAGER, I hereby certify that I have read this application and its instructions and that it has been completed in full. All information contained herein and attached hereto is accurate to the best of my knowledge.

NAME: Jack Stubbs ATTEST: Caitlin Chadwick
 TITLE: President, Sapienza Gardens TITLE: Public Notary
 Signature: [Signature] DATE: 10/31/2014
 Date: 10/31/14 CAITLIN CHADWICK
 NOTARY PUBLIC OF NEW JERSEY
 My Commission Expires 5/9/2019

Submit **ONE (1)** completed application form and **one (1)** set of required attachments to:

Department of Planning & Economic Development/Division of Open Space
 Bergen County Administration Building
 One Bergen County Plaza, 4th Floor
 Hackensack, NJ 07601-7076

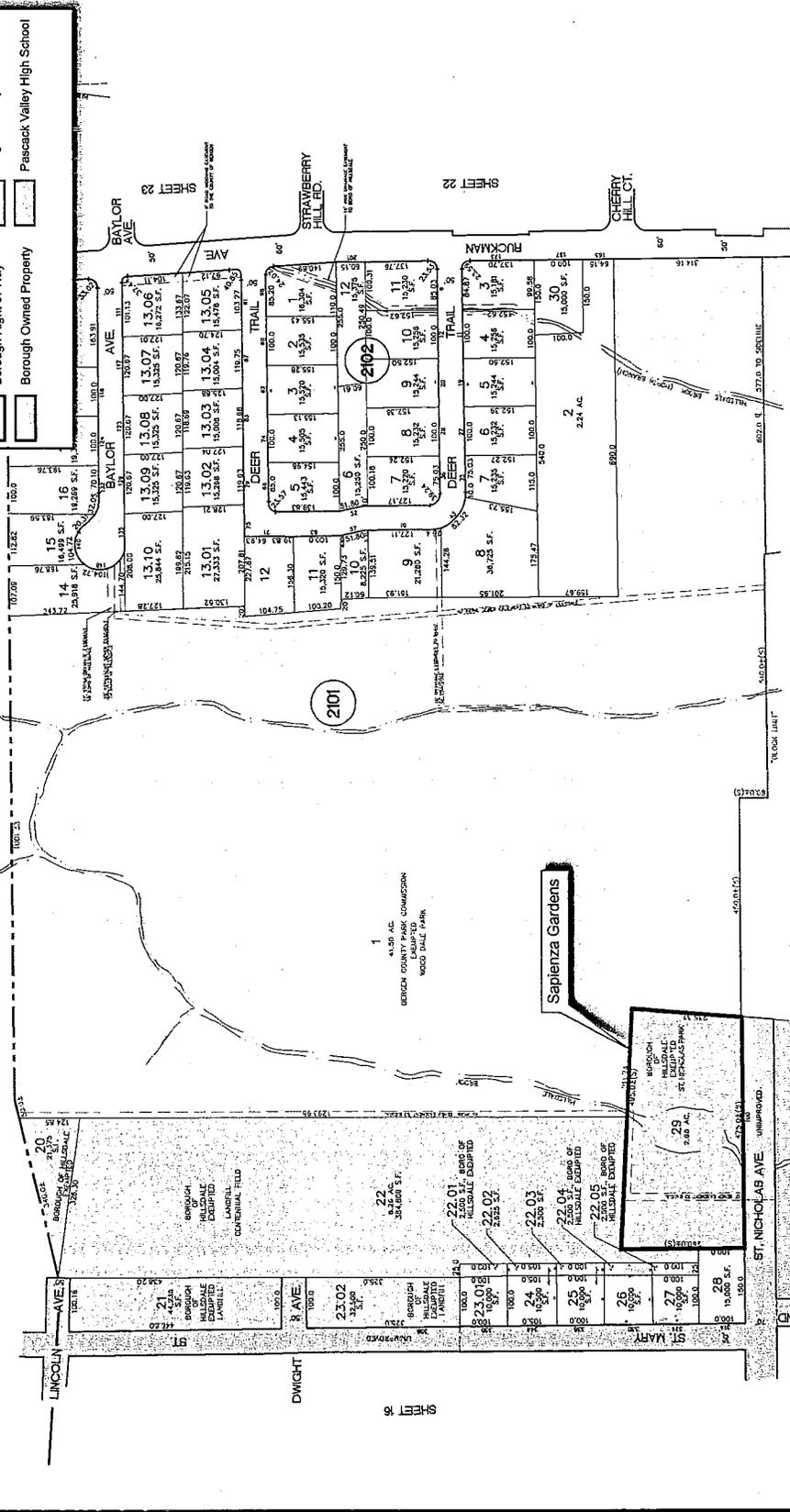
Attn: Robert A. Abbatomarco

TAX MAP: SAPIENZA GARDENS
BOROUGH OF HILLSDALE, BERGEN COUNTY, NEW JERSEY

TOWNSHIP OF WOODCLIFF LAKE
BERGEN COUNTY

LEGEND

- Borough Right-of-Way
- Borough Owned Property
- Pasack Valley High School

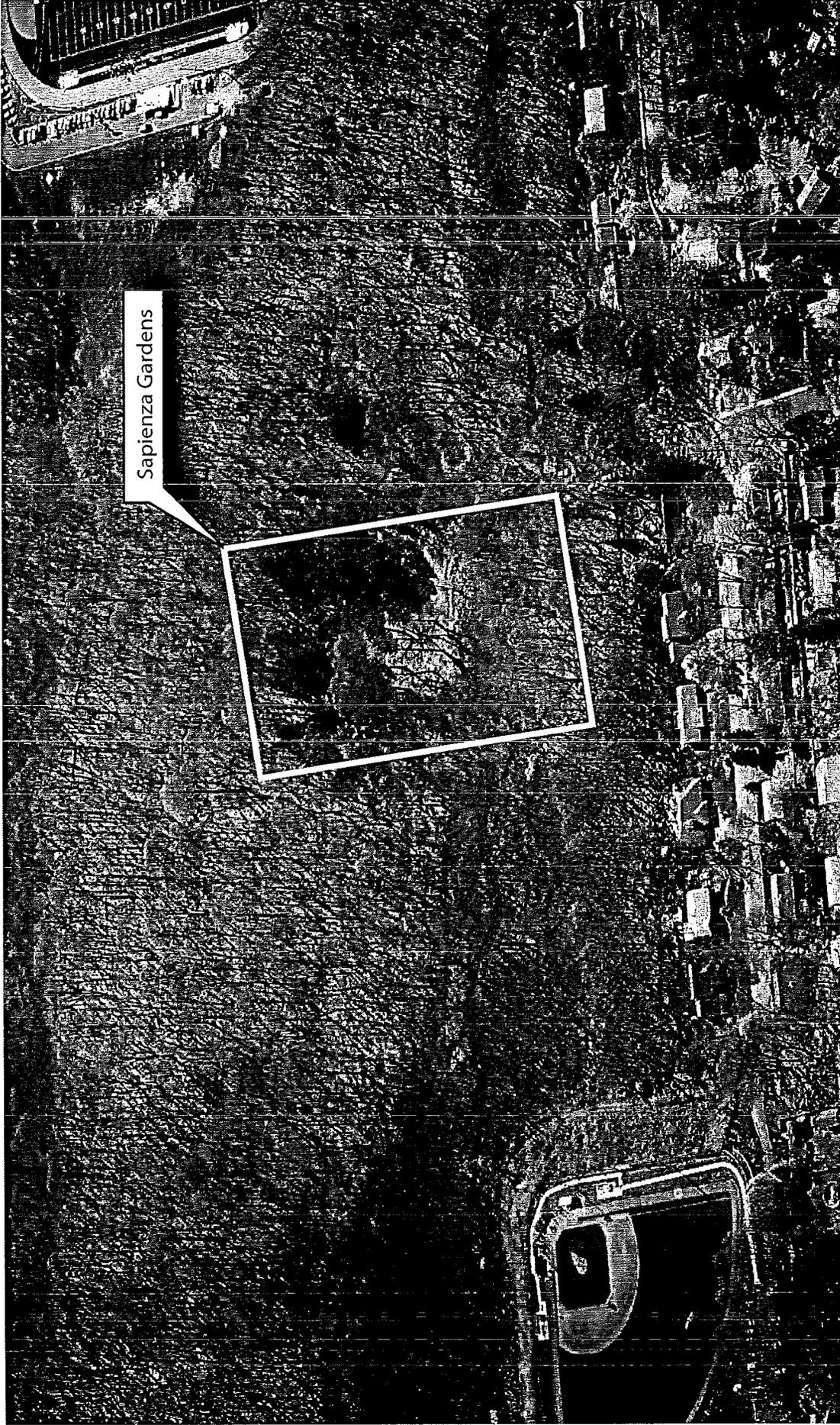


TAX MAP
BOROUGH OF HILLSDALE
BERGEN COUNTY, NEW JERSEY

Prepared by:
RODOLFO P. EMERSON, N.J.P.L.S. 21093856000
PROFESSIONAL LAND SURVEYOR
223 SANFORD AVE. EMERSON
C.O. 246A28018200
TO SHOW CONDITIONS AS OF SEPTEMBER

SHEET 20

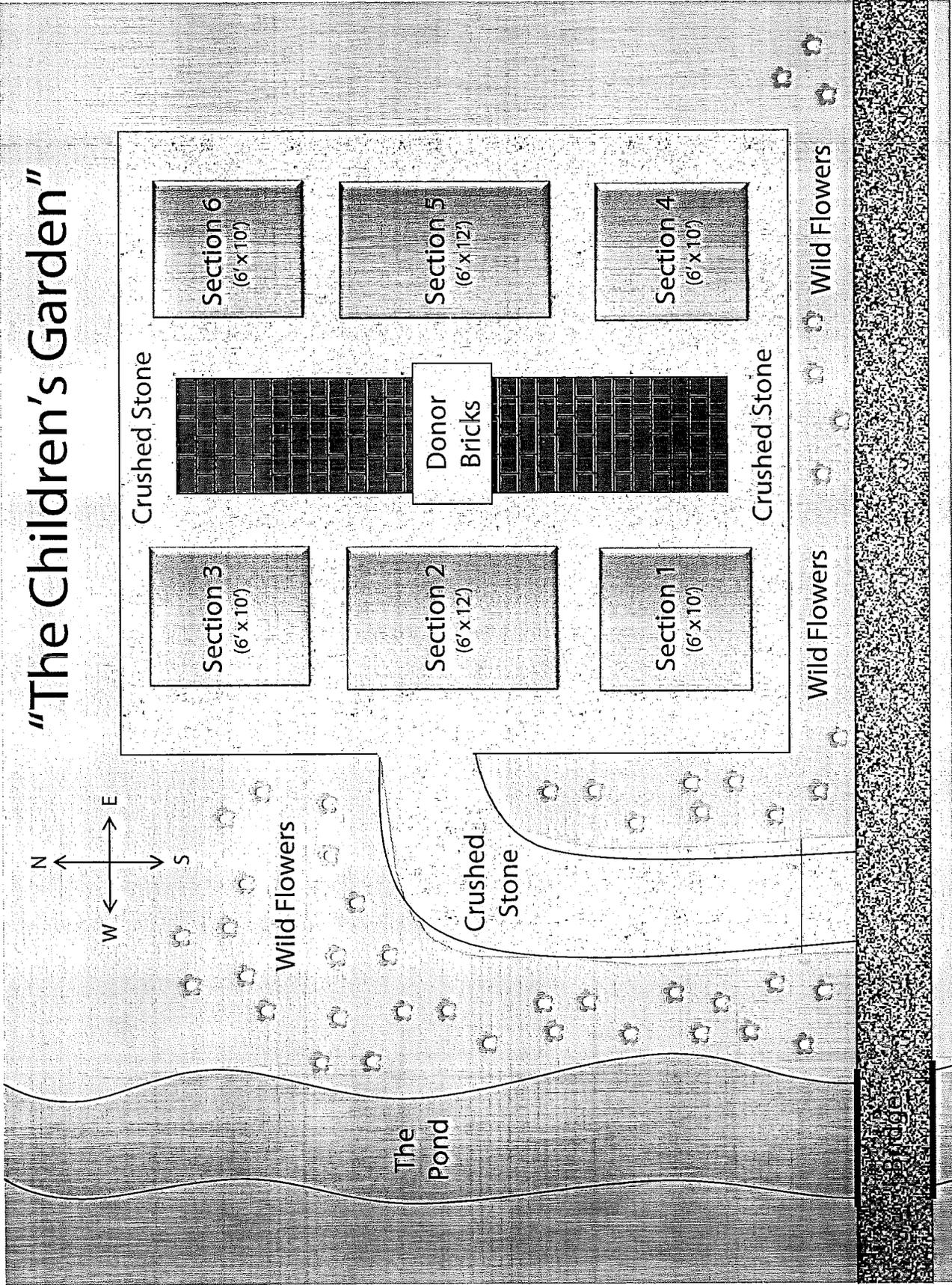
THIS SHEET HAS BEEN REBRANDED USING COMPUTER AIDED DRAFTING/DESIGN (CAD) BASED ON A MAP PREPARED BY WILLIAM HULL, PE & IS JULY 1984



Aerial View: Sapienza Gardens
Borough of Hillsdale, Bergen County, New Jersey

CHRISTOPHER P. STATILE, P.A.
PROFESSIONAL ENGINEERS & PLANNERS
3 FIR COURT, OAKLAND, NJ 07436

"The Children's Garden"



Sapienza Gardens: Strategic Plan (Phase I)
 Borough of Hillsdale, Bergen County, New Jersey

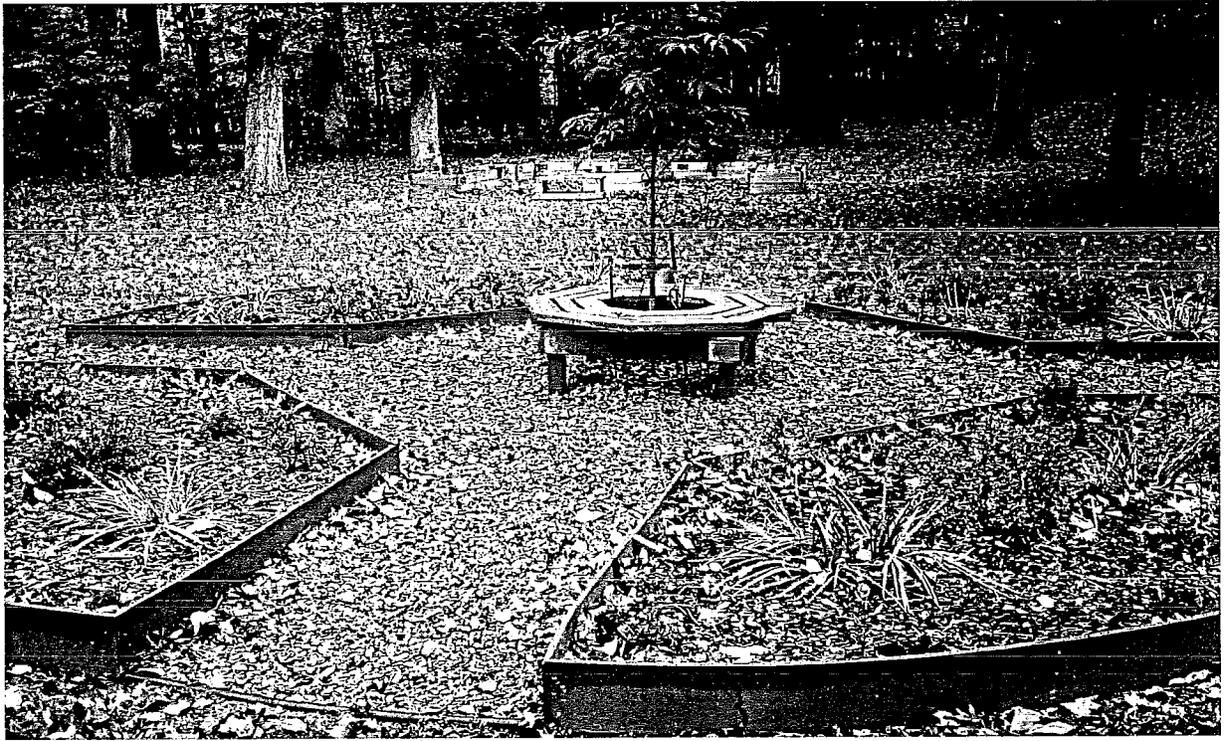
CHRISTOPHER P. STATILE, P.A.
 PROFESSIONAL ENGINEERS & PLANNERS
 3 FIR COURT, OAKLAND, NJ 07436



Sapienza Gardens
Borough of Hillsdale, Bergen County, New Jersey



Sapienza Gardens
Borough of Hillsdale, Bergen County, New Jersey



Sapienza Gardens
Borough of Hillsdale, Bergen County, New Jersey

**Enabling Resolution - 2014 Bergen County Open Space, Recreation, Farmland &
Historic Preservation Trust Fund Grant
Sapienza Gardens Park Improvements**

WHEREAS, the Bergen County Open Space, Recreation, Farmland & Historic Preservation Trust Fund ("County Trust Fund"), provides matching grants to nonprofit organizations for assistance in the development or redevelopment of municipal recreation facilities; and,

WHEREAS, the Sapienza Gardens lie within lands owned by the Borough of Hillsdale; and,

WHEREAS, the Sapienza Gardens, a 501(c)(3) nonprofit organization desires to further the public interest by obtaining a matching grant of \$25,000 from the County Trust Fund to fund the following project: Sapienza Gardens Improvements; and,

WHEREAS, the Sapienza Gardens Board of Directors has reviewed the County Trust Fund Program Statement, and the Trust Fund Municipal Program Park Improvement application and instructions and desires to make an application for such a matching grant and provide application information and furnish such documents as may be required; and,

WHEREAS, as part of the application process, the governing body of the Sapienza Gardens has voted on this application, and,

WHEREAS, the County of Bergen shall determine whether the application is complete and in conformance with the scope and intent of the County Trust Fund; and,

WHEREAS, the Sapienza Gardens Board of Directors is willing to use the County Trust Fund in accordance with such rules, regulations and applicable statutes, and is willing to enter into an agreement with the County of Bergen for the above named project and ensure its completion on or about the project contract expiration date.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sapienza Gardens:

1. That it hereby endorses by vote the application being made.
2. That the Borough of Hillsdale will not bear any financial burden for the proposed improvements.
3. That the Sapienza Gardens Board of Directors is committed to providing a dollar for dollar cash match for the project with a donation provided by the Pascack Valley Regional High School Board of Education; and,
4. That only those park improvements identified and approved in the project application, its Trust Fund contract, or other documentation will be considered eligible for reimbursement.
5. That this resolution shall take effect immediately.

Sapienza Gardens Board of Directors:

This day of October 30, 2014

Robert W. Lee
Gen. Grant
Jerrine Thalmann
Virginia Korteweg
Susan C. Vaccaro

Copy 1 of 7 MB

**BOROUGH OF HILLSDALE
RESOLUTION 14233**

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

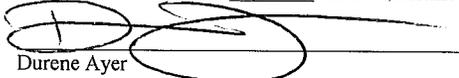
WHEREAS, two (2) quotes were received in response to the solicitation, Partners Engineering and Science Inc., Ramsey, NJ; and

WHEREAS, methane delineation sampling is required to be performed at the Landfill;

THEREFORE, BE IT RESOLVED that the recommendation to award the contract for methane delineation sampling to PARTNERS ENGINEERING AND SCIENCE, INC. 145 North Franklin Turnpike, Suite 309, Ramsey, NJ 07446, for one sampling event in the amount of \$8,500.

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# 4-01-20-165-102. Total Certified Amount: \$8,500.00 Amount Certified 2014 Municipal Operating Budget \$ 8,500.00


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: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

PARTNER

October 27, 2014

Susan Witkowski, RMC
Borough Administrator/Municipal Clerk
380 Hillsdale Ave
Hillsdale, NJ 07642

RECEIVED

OCT 27 2014

Subject: Proposal for Methane Delineation Sampling
Hillsdale Municipal Landfill - Centennial Field
Hillsdale, New Jersey
Partner Proposal No. 140603

Initial: SW

Dear Ms. Witkowski:

Partner Engineering and Science, Inc. (Partner) is pleased to submit this proposal to provide environmental services for the above-referenced property. To authorize Partner to proceed with this project, please sign and date the attached Authorization and forward the entire agreement by fax or email to Partner.

Project History

The subject property, formerly used as a municipal landfill, is located along St. Mary Street at the western terminus of Lincoln Avenue. The landfill was reportedly closed many years ago and is currently utilized as a municipal sports complex.

Partner conducted a methane gas migration survey of the on-site structures at the landfill and outside of basements of properties that are adjacent to the landfill in order to identify possible methane plumes generated from the former landfill. The survey was conducted in accordance with N.J.A.C. 7:26 and the Sanitary Landfill Closure/Post-Closure Plan Approval (Approval), issued by the New Jersey Department of Environmental Protection (NJDEP) on January 27, 2005.

Because elevated concentrations of methane were identified in the survey locations adjacent to the on-site structure, including one that exceeded the lower explosive limit (LEL) for methane, Partner recommended a review of the Borough's Sanitary Landfill Permit and consultation with the Borough's regulatory Case Manager, with the likely result that additional investigation would be required.

As a result of conversations with the Borough's municipal engineer, Neglia Engineering Associates (Neglia), the design engineer for the on-site structure, Statile Associates, and the NJDEP, immediate sampling is proposed to determine the risk to human health and property at the landfill.

Objective

The current project objective is to evaluate the lateral extent of the shallow methane plume and potential impacts to the indoor air quality and sub-slab (crawl space) vapor conditions of the building.

Scope

Sampling procedures will conform to the requirements of the New Jersey Department of Environmental Protection (NJDEP), New Jersey Department of Health (NJDOH) and the United States Environmental Protection Agency (USEPA). A state-certified laboratory will analyze the samples and the project will be performed under the responsible charge of a qualified Partner representative.

Partner will perform the following tasks:

TASK 1

- Update the site-specific health and safety plan (HASP);
- Collect one indoor air sample from within the office area of the building and one ambient air sample from outside the structure as a control;
- Analyze the samples for VOCs via NJDEP Method TO-15 Low-Level, with an expedited 24-hour turnaround time;
- Obtain access to the crawl space through a ventilation portal or by drilling one small diameter hole through the wooden floor of the building, and install a temporary vapor monitoring point. If a hole is required and the floors are not bare wood, the hole will be drilled from the side of the crawl space if accessible. All reasonable efforts will be made to preserve and restore the finish of the building;
- Collect one sub-slab vapor sample from the crawl space and analyze the sample for VOCs via NJDEP Method TO-15 Low-Level, with an expedited 24-hour turnaround time;
- Screen the remaining rooms of the building with a portable landfill gas detector;
- Using the locations and results from the previous sampling event, delineate the four locations where methane was previously detected around the perimeter of the building; and
- Prepare a report detailing field activities, methods, and findings.

TASK 2

- Contact the Borough's Case Manager, previous municipal engineer that oversaw the landfill closure and post-closure construction, and other affiliated entities, as necessary, to retrieve the Solid Waste Permit for the landfill and/or any associated emergency response plans or documents relevant to the detection of methane during a quarterly monitoring event; and
- General consulting to the Borough and authorized agents.

Assumptions

Partner has prepared this quotation under the following assumptions:

- The work will be performed without regulatory supervision;
- Fieldwork can be conducted during normal business hours;
- Fieldwork will be completed within one business day, with the exception that summa canisters will remain overnight, undisturbed, and will be retrieved 24 hours after deployment;
- The work will not be conducted during periods of rainfall;
- The surface cover (wood) will be no thicker than 3 inches;
- No soil or groundwater samples will be collected during this limited assessment;

- Wood putty will be sufficient to patch the holes at each drill location. Partner will not be responsible for replacing the finished surface at the drill locations (e.g., tiles, carpet, epoxy seal, paint, etc.) beyond wood putty;
- Standby time directed by the Client due to access limitations and/or other causes outside of Partner's control will be charged at a rate of \$150 per hour; and,
- Samples will be analyzed with an expedited 24-hour turnaround time, unless otherwise requested.

Fees, Schedule, and Report Distribution

TASK 1 – The cost for conducting these field activities will be \$8,500. Partner recognizes that the site is a heavily used active recreation area, so Partner will review the analytical data and submit the results to the Borough immediately upon receipt from the laboratory. Verbal recommendations will follow within 24 hours and the remainder of the report will follow within 10 business days.

TASK 2 – The cost for the investigation of documents and negotiation with NJDEP, if required, will be billed on a time and expense basis, not-to-exceed \$1,000. If additional consulting services are provided for this project beyond the scope of this proposal, the Borough will be notified immediately.

No more than one day will consist of on-site fieldwork, and retrieval of the summa canisters on the following day. This proposal does not include on-site meetings with NJDEP. Partner will not be responsible for delays caused by regulatory agencies and/or other forces outside of Partner's control.

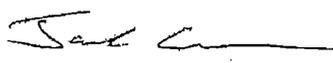
The Client will be provided an electronic copy or three printed copies of the report upon completion of the project, as per the selection in the Authorization to Proceed section, below.

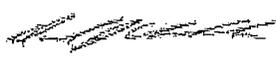
This proposal is only valid if authorized within 30 days from the date of issuance.

Signatures of Environmental Professionals

We appreciate the opportunity to provide services to the Borough of Hillsdale. If you have any questions, please do not hesitate to contact the undersigned at (732) 380-1700 or via electronic mail at jeudell@partneresi.com or dumbach@partneresi.com.

Sincerely,


Jared Eudell
Staff Scientist


David Umbach, PG, LSRP
Director – Site Mitigation

cc: Gregory Polyniak, Neglia Engineering Associates, via email (gpolyniak@negliaengineering.com)

BOROUGH OF HILLSDALE
RESOLUTION 14238

DEVELOPERS AGREEMENT
NEW CINGULAR WIRELESS PCS, LLC
BLOCK 1107, LOT 19
STREET ADDRESS OF 371 WASHINGTON AVENUE

WHEREAS, the Hillsdale Planning Board, adopted a Resolution on May 14, 2014, memorializing its action of April 9, 2014 approving the application presented by **NEW CINGULAR WIRELESS PCS, LLC** with respect to a portion of Block 1107, Lot 19; and

WHEREAS, pursuant to that approval the applicant shall enter into a Developer's Agreement as prepared by the Planning Board Attorney with the Borough of Hillsdale to ensure compliance with the terms and conditions of the Planning Board Resolution; and

WHEREAS, the form of the Developer's Agreement is satisfactory to the Mayor and Council for consideration; and

NOW, THEREFORE, BE IT RESOLVED, that Mayor Max Arnowitz is authorized to execute this agreement on behalf of the Borough.

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

Adopted: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

**BOROUGH OF HILLSDALE
RESOLUTION 14232**

RESOLUTION AUTHORIZING REDEMPTION & PREMIUM

WHEREAS, The Tax Collector held a Tax Sale on August 31, 2011 and at the sale a lien was sold on Block 503 Lot 5.01, also known as 776 Hillsdale Avenue, Hillsdale, NJ 07642 for 2010 Delinquent taxes and,

WHEREAS, this lien, known as Tax Sale Certificate #11-00002 was sold to RJ Maroon Realty LLC, PO Box 668, Pompton Plains, NJ 07444 for 0% redemption fee and a \$8,100.00 premium and,

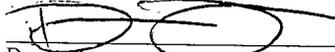
WHEREAS, David Leffler, 776 Hillsdale Avenue, Hillsdale, NJ 07642, homeowner, has effected redemption of Certificate #11-00002 in the amount of \$37,838.83.

NOW, THEREFORE, BE IT RESOLVED, that the Tax Collector is authorized to issue a check in the amount of \$37,838.83 payable to RJ Maroon 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 8,100.00 (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: \$37,838.83 and Escrow Account# 0000000007 in the amount of \$8,100.00.


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: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

**BOROUGH OF HILLSDALE
RESOLUTION 14234**

AUTHORIZING TRANSFER OF 2014 BUDGET APPROPRIATIONS

WHEREAS N.J.S.A.40A:4-58 permits transfers among Budget Appropriations during the last two months of the fiscal year and first three months of the proceeding year,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hillsdale that the Finance Department is hereby authorized to make the following transfers among the 2014 Budget Appropriations:

OPERATIONS "WITHIN CAP"	<u>FROM</u>	<u>TO</u>
4-01-20-100-010 Administrative & Executive S&W	30,000	
4-01-20-130-010 Financial Administration S&W		30,000
TOTAL	30,000	30,000

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

Adopted: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

BOROUGH OF HILLSDALE
RESOLUTION 14235

PAYMENT OF BILLS

BE IT RESOLVED, by the Borough Council of the Borough of Hillsdale that the following bills in the sum of \$5,301,678.74 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.

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

Adopted: November 12, 2014

Attest:

Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
STONYBROOK STONYBROOK OPERATING Continued					
5117	11/12/14	AUTH03 AUTHORINET CONSULTING, LLC	449.28		7176
5118	11/12/14	BEL06 BEL-AQUA POOL SUPPLY, INC	133.63		7176
5119	11/12/14	BOR18 BOROUGH OF HILLSDALE AGENCY	899.90		7176
5120	11/12/14	CHI02 CHICKEN DELIGHT, INC	68.00		7176
5121	11/12/14	INS01 INSERRA SUPERMARKETS	11.98		7176
5122	11/12/14	MAS11 MAST ELECTRIC LLC	1,500.00		7176
5123	11/12/14	NOR05 NORTHWEST BERGEN REGIONAL	333.00		7176
5124	11/12/14	PAT04 PAT SCANLAN LANDSCAPING, INC	913.13		7176
5125	11/12/14	PSE03 PSE&G (STONYBROOK)	5,185.77		7176
5126	11/12/14	UNI03 UNITED WATER NEW JERSEY (STBK)	69.54		7176
5127	11/12/14	VER02 VERIZON WIRELESS (CELL PHONE)	41.86		7176
5128	11/12/14	WO005 WOODRUFF ENERGY US LLC(STNYBK)	2,021.44		7176
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks: 15	0	11,764.92	0.00
		Direct Deposit: 0	0	0.00	0.00
		Total: 15	0	11,764.92	0.00
STONYBROOK MANU STONYBROOK MANUAL CHECKING					
150	10/21/14	STO03 STONYBROOK PAYROLL	2,039.89		7151
151	11/04/14	STO03 STONYBROOK PAYROLL	1,927.20		7167
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks: 2	0	3,967.09	0.00
		Direct Deposit: 0	0	0.00	0.00
		Total: 2	0	3,967.09	0.00
TRUST MANUAL TRUST MANUAL CHECKING					
151	10/21/14	POL05 POLICE-OT TRUST PAYROLL	4,278.74		7153
152	11/04/14	POL05 POLICE-OT TRUST PAYROLL	7,727.51		7169
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks: 2	0	12,006.25	0.00
		Direct Deposit: 0	0	0.00	0.00
		Total: 2	0	12,006.25	0.00
Report Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks: 205	7	5,301,678.74	0.00
		Direct Deposit: 0	0	0.00	0.00
		Total: 205	7	5,301,678.74	0.00

Range of Checking Accts: First to Last Range of Check Dates: 10/15/14 to 11/12/14
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
1060	10/21/14	17PBA BOROUGH OF HILLSDALE PBA	900.00		7154
1061	10/21/14	17TEA TEAMSTERS LOCAL 945	373.40		7154
1062	10/21/14	17UPS UNITED PUBLIC SER EMP UNION	270.40		7154
1063	10/21/14	17AFL AFLAC	236.80		7154
1064	10/21/14	17VIS VISION SERVICE PLAN	382.77		7154
2538	10/21/14	NJF01 NJ FAMILY SUPPORT PAYMENT CTR	582.00		7146
2539	10/21/14	VSP01 VSP	33.36		7147
2540	11/04/14	NJF01 NJ FAMILY SUPPORT PAYMENT CTR	582.00		7171

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	8	0	3,360.73	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	8	0	3,360.73	0.00

ANIMAL TRUST	ANIMAL TRUST	Amount Paid	Ref Num
1388	11/12/14 SNJ01 SNJ-DEPT OF HEALTH	2.40	7173
1389	11/12/14 TYC02 TYCO ANIMAL CONTROL	1,050.00	7173

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	1,052.40	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	1,052.40	0.00

CAPITAL	CAPITAL	Amount Paid	Ref Num
1842	11/12/14 NEG01 NEGLIA ENGINEERING ASSOCIATES	1,790.00	7174

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	1	0	1,790.00	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	1	0	1,790.00	0.00

CURRENT	CURRENT	Amount Paid	Ref Num
24099	10/15/14 UNI02 UNITED WATER NEW JERSEY (REG)	4,182.30	7143
24100	10/15/14 PSE01 PSE&G (REGULAR)	16,990.67	7144
24101	10/21/14 HIL02 HILLSDALE BOARD OF EDUCATION	825,503.00	7145
24102	10/21/14 USP02 U.S. POSTAL SERVICE-CMRS-FP	2,000.00	7149
24103	10/21/14 UNI02 UNITED WATER NEW JERSEY (REG)	15,718.13	7155
24104	10/23/14 DEE04 DEER PARK DIRECT INC.	56.75	7156
24105	10/24/14 UNU01 UNUM LIFE INS CO OF AMERICA	168.00	7158
24106	10/24/14 GUL02 WEX BANK INC	58.62	7160
24107	10/28/14 BER01 BERGEN MUNICIPAL EMPLOYEE BNFT	5,912.00	7162
24108	10/30/14 SPE05 SPECTROTEL, INC.	1,634.02	7163
24109	11/03/14 HIL02 HILLSDALE BOARD OF EDUCATION	1,651,006.00	7165
24110	11/12/14 10701 1075 EMERGENCY LIGHTING LLC	11,403.98	7178
24111	11/12/14 ACC04 ACCOMMODATION-MOLLEN, INC	506.16	7178
24112	11/12/14 ADA06 ADAMS, NORA C	510.00	7178
24113	11/12/14 AGL01 AGL WELDING SUPPLY CO., INC.	46.60	7178
24114	11/12/14 AME02 AMERICAN LEGION POST NO. 162	125.00	7178
24115	11/12/14 AME06 AMERICAN WEAR CORP	239.40	7178

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CURRENT	CURRENT	Continued			
24116	11/12/14	AMERIO05 AMERICAN SOCIETY OF COMPOSERS	330.00		7178
24117	11/12/14	ANI01 ANITA TIRE CORPORATION	238.00		7178
24118	11/12/14	ATL06 ATLANTIC TACTICAL OF NJ, INC	990.00		7178
24119	11/12/14	AUTH03 AUTHORINET CONSULTING, LLC	2,246.72		7178
24120	11/12/14	BAT07 BATTERIES PLUS, LLC	251.76		7178
24121	11/12/14	BER03 BERGEN COUNTY ASSESSOR ASSOC	115.00		7178
24122	11/12/14	BER26 BERGEN COUNTY GARDEN CTR, INC	47.70		7178
24123	11/12/14	BER66 ERIC M BERNSTEIN & ASSOC LLC	0.00	11/12/14 VOID	0
24124	11/12/14	BER66 ERIC M BERNSTEIN & ASSOC LLC	10,763.50		7178
24125	11/12/14	BEU03 BEUTEL LANDSCAPE DESIGN	450.00		7178
24126	11/12/14	BIG02 BIG DADDY'S PIZZA	1,067.00		7178
24127	11/12/14	BOB01 BOB'S TROPHY SHOP	16.00		7178
24128	11/12/14	BOR02 BOROUGH OF PARAMUS	3,000.00		7178
24129	11/12/14	BOR05 BOROUGH OF WESTWOOD	10,493.71		7178
24130	11/12/14	BOR18 BOROUGH OF HILLSDALE AGENCY	111,878.30		7178
24131	11/12/14	BUR01 BURTON AGENCY INC.	928.84		7178
24132	11/12/14	CEN04 CENTRAL POLY-BAG CORP	299.80		7178
24133	11/12/14	CHU02 CHURCH OF ST. JOHN THE	100.00		7178
24134	11/12/14	COU04 COUNTY OPEN SPACE TRUST FUND	1,108,052.00		7178
24135	11/12/14	DAV10 DAVE STERN INC	795.39		7178
24136	11/12/14	DE01 D & E UNIFORMS	200.00		7178
24137	11/12/14	DEP01 NJ DEPT OF CORRECTIONS/DEPTCOR	429.00		7178
24138	11/12/14	DOM02 DOMANI GRILL, INC	280.08		7178
24139	11/12/14	DUR05 DURIE LAWMOWER CORP.	10.90		7178
24140	11/12/14	EAG EAGLE POINT GUN	1,410.01		7178
24141	11/12/14	EAS07 EASTERN BAG & PAPER CO., INC.	339.94		7178
24142	11/12/14	ELE03 ELEVATOR MAINTENANCE CORP.	3,523.00		7178
24143	11/12/14	EMP03 EMPLOYEE DATA FORMS, LLC	27.25		7178
24144	11/12/14	EXC02 EXCELLENT BUILDING SERV CORP	2,716.00		7178
24145	11/12/14	FEL01 FELDMAN BROTHERS	134.62		7178
24146	11/12/14	FEN01 FENKART, DOUGLAS R, MD	300.00		7178
24147	11/12/14	FRE02 FREMGEN'S POWER EQUIPMENT INC.	174.00		7178
24148	11/12/14	FRO01 FROLICH, DIANE	85.00		7178
24149	11/12/14	FUT02 FUTURE SANITATION	30,992.91		7178
24150	11/12/14	GAT01 GATES FLAG & BANNER CO., INC.	170.00		7178
24151	11/12/14	GIT01 GITTLEMAN, MUHLSTOCK &	2,505.00		7178
24152	11/12/14	GOM01 GOMYO, ERIN M	210.00		7178
24153	11/12/14	GTB01 GTBM, INC	128.00		7178
24154	11/12/14	HIG01 HIGHWAY TRAFFIC SUPPLY INC.	903.51		7178
24155	11/12/14	HIL09 HILLSDALE PUBLIC LIBRARY	20,379.00		7178
24156	11/12/14	HOM03 HOME DEPOT CREDIT SERV CORP	842.28		7178
24157	11/12/14	INS01 INSERRA SUPERMARKETS	71.13		7178
24158	11/12/14	ITS02 ISLAND TECH SERVICES	2,238.00		7178
24159	11/12/14	KAT01 KATT DBA EMERSON TOWING	455.00		7178
24160	11/12/14	KEN01 KEN'S DELI, INC.	90.62		7178
24161	11/12/14	KUI01 KUIKEN BROTHERS CO., INC.	325.00		7178
24162	11/12/14	LAC01 LACEY, JENNIFER	130.00		7178
24163	11/12/14	LAW03 LAWMEN SUPPLY OF NJ, INC	880.40		7178
24164	11/12/14	LER01 LERCH,VINCI & HIGGINS, LLP	2,125.00		7178
24165	11/12/14	MAR01 MARSALA HARDWARE, INC.	0.00	11/12/14 VOID	0
24166	11/12/14	MAR01 MARSALA HARDWARE, INC.	469.89		7178
24167	11/12/14	MAS10 MASER CONSULTING PA CORP	488.75		7178

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CURRENT	CURRENT	Continued			
24168	11/12/14	MEY04 MEYER, LEONA	215.78		7178
24169	11/12/14	MRJ01 MR. JOHN INC.	324.58		7178
24170	11/12/14	NEG01 NEGLIA ENGINEERING ASSOCIATES	3,684.45		7178
24171	11/12/14	NEO01 NEOPOST USA CORP	354.75		7178
24172	11/12/14	NJ15 TREASURER STATE OF NJ - DCA	2,187.00		7178
24173	11/12/14	NOR01 N. JERSEY MEDIA(ACCT#1101697)	272.41		7178
24174	11/12/14	OFF01 OFFICE BUSINESS SYSTEMS INC	3,333.00		7178
24175	11/12/14	ORI01 ORIENTAL TRADING CO., INC.	392.30		7178
24176	11/12/14	PA01 P&A AUTO PARTS CORP	71.48		7178
24177	11/12/14	PAS07 PASCACK VALLEY REGIONAL HIGH	900,758.50		7178
24178	11/12/14	PAS18 PASSAIC COUNTY POLICE ACADEMY	25.00		7178
24179	11/12/14	PAT04 PAT SCANLAN LANDSCAPING, INC	4,641.88		7178
24180	11/12/14	PG01 P & G AUTO, INC.	662.80		7178
24181	11/12/14	POS02 POSITIVE PROMOTIONS, INC	830.12		7178
24182	11/12/14	REI02 REICH, MARIANNE	50.00		7178
24183	11/12/14	REL05 RELIABLE WOOD PRODUCTS, LLC	0.00	11/12/14 VOID	0
24184	11/12/14	REL05 RELIABLE WOOD PRODUCTS, LLC	0.00	11/12/14 VOID	0
24185	11/12/14	REL05 RELIABLE WOOD PRODUCTS, LLC	12,450.00		7178
24186	11/12/14	RET03 RE-TRON TECHNOLOGIES INC	399.95		7178
24187	11/12/14	RIC01 RICCIARDI BROTHERS INC	319.14		7178
24188	11/12/14	RIC07 RICOH AMERICAS CORPORATION	105.00		7178
24189	11/12/14	RIC10 RICOH USA INC	303.65		7178
24190	11/12/14	RIV02 RIVER VALE TOWNSHIP OF	42.15		7178
24191	11/12/14	RJM01 RJ MAROON REALTY LLC (LIENHLD)	37,838.83		7178
24192	11/12/14	ROT01 ROTAR, ELIZABETH	314.70		7178
24193	11/12/14	SHE08 SHERWIN-WILLIAMS CORP	156.68		7178
24194	11/12/14	STA14 STAPLES BUSINESS ADVANTAGE	48.53		7178
24195	11/12/14	STA45 STAPLES, INC (STATE CONTRACT)	596.77		7178
24196	11/12/14	STO02 STONE INDUSTRIES INC	4,003.14		7178
24197	11/12/14	SWI02 SWIFTREACH NETWORKS INC	300.00		7178
24198	11/12/14	TAN03 TANEUM	111.00		7178
24199	11/12/14	THO03 THOMPSON REUTERS	621.60		7178
24200	11/12/14	TIM02 TIM ENNIS	460.50		7178
24201	11/12/14	TIR04 TIRE MANAGEMENT, LLC	132.50		7178
24202	11/12/14	TJP01 AATJ TERMITE&PEST CONTROL INC	125.00		7178
24203	11/12/14	TRA11 TRAP FIND LLC	100.00		7178
24204	11/12/14	TRI01 TRICO EQUIPMENT, INC	856.00		7178
24205	11/12/14	UNI08 UNIVERSAL ELECTRIC MOTOR	775.00		7178
24206	11/12/14	VER VERIZON WIRELESS (LAPTOPS)	177.10		7178
24207	11/12/14	VER02 VERIZON WIRELESS (CELL PHONE)	295.24		7178
24208	11/12/14	VER03 VERIZON	348.98		7178
24209	11/12/14	WAS01 WASTE MANAGEMENT OF NJ INC.	9,218.63		7178
24210	11/12/14	WEA01 WEATHER DECISION TECH. INC	349.00		7178
24211	11/12/14	WES08 WESTERN PEST SERVICES INC	113.00		7178
24212	11/12/14	WOO04 WOODRUFF ENERGY US LLC	416.28		7178
24213	11/12/14	BER11 BERGEN COUNTY UTILITIES	12,721.68		7179

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	111	4	4,862,662.74	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	111	4	4,862,662.74	0.00

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CURRENT MANUAL CURRENT MANUAL CHECKING					
153	10/21/14	MUN05 MUNICIPAL PAYROLL ACCOUNT	173,559.03		7150
154	11/04/14	MUN05 MUNICIPAL PAYROLL ACCOUNT	171,399.62		7166
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	2	0	344,958.65	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	2	0	344,958.65	0.00
ESCROW ESCROW					
2780	10/21/14	BOR18 BOROUGH OF HILLSDALE AGENCY	26.49		7148
2781	10/21/14	BOR25 BOROUGH OF HILLSDALE PAYROLL	297.51		7148
2782	11/04/14	BOR18 BOROUGH OF HILLSDALE AGENCY	26.49		7170
2783	11/04/14	BOR25 BOROUGH OF HILLSDALE PAYROLL	297.51		7170
2784	11/12/14	AMA03 A. MACCHIONE BROTHERS	50.00		7177
2785	11/12/14	CMR02 CMR CONCRETE & CONSTRUCTION	50.00		7177
2786	11/12/14	DAN10 D'ANGELO, MARK	50.00		7177
2787	11/12/14	GIA03 GIANCARLO, MICHAEL	50.00		7177
2788	11/12/14	GIT01 GITTLEMAN, MUHLSTOCK &	0.00	11/12/14 VOID	0
2789	11/12/14	GIT01 GITTLEMAN, MUHLSTOCK &	3,240.00		7177
2790	11/12/14	KEE03 KEEHN LANDSCAPING CON	50.00		7177
2791	11/12/14	MJ 01 MJ SIGNS & PROMOTIONS CORP	168.75		7177
2792	11/12/14	NEG02 NEGLIA ENGINEERING (ESCROW)	0.00	11/12/14 VOID	0
2793	11/12/14	NEG02 NEGLIA ENGINEERING (ESCROW)	1,583.45		7177
2794	11/12/14	RJM01 RJ MAROON REALTY LLC (LIENHLD)	8,100.00		7177
2795	11/12/14	STA10 STATILE, CHRISTOPHER, PA. (OTHER)	0.00	11/12/14 VOID	0
2796	11/12/14	STA10 STATILE, CHRISTOPHER, PA. (OTHER)	1,450.00		7177
2797	11/12/14	TAY01 TAYLOR RENTAL INC	330.80		7177
2798	11/12/14	UNI20 UNITED WATER (ESCROW)	13,891.07		7177
Checking Account Totals					
		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	16	3	29,662.07	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	16	3	29,662.07	0.00
PUBLIC ASSIST2 PUBLIC ASSISTANCE					
1987	10/22/14	GU002	111.00		7157
1988	10/22/14	SHE12	76.00		7157
1989	10/22/14	PSE07	261.83		7157
1990	11/01/14	KIR04	1,050.00		7172
1991	11/01/14	ZAY02	400.00		7172
1992	11/01/14	SON02	1,750.00		7172
1993	11/01/14	BER63	850.00		7172
1994	11/01/14	GHA01	1,725.00		7172
1995	11/01/14	CAD02	1,050.00		7172
1996	11/01/14	MCD06	650.00		7172
1997	11/01/14	PAR15	1,150.00		7172
1998	11/01/14	WES16	1,150.00		7172
1999	11/01/14	ZEN03	800.00		7172
2000	11/01/14	PRA02	210.00		7172
2001	11/01/14	KER03	231.00		7172
2002	11/01/14	ZAY01	182.00		7172
2003	11/01/14	CAR34	210.00		7172

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
PUBLIC ASSIST2 PUBLIC ASSISTANCE Continued					
2004	11/01/14	CAM14	147.00		7172
2005	11/01/14	GIL07	147.00		7172
2006	11/01/14	SHE11	231.00		7172
2007	11/01/14	MAR30	224.00		7172
2008	11/01/14	SUN04	210.00		7172
2009	11/01/14	ZHU01	210.00		7172
2010	11/01/14	GAL11	182.00		7172
2011	11/01/14	ALI01	210.00		7172
2012	11/01/14	BIA03	182.00		7172
2013	11/01/14	CHA13	147.00		7172
2014	11/01/14	CHA17	210.00		7172
2015	11/01/14	HEA04	147.00		7172
2016	11/01/14	FOG03	147.00		7172
2017	11/01/14	DAV13	147.00		7172
2018	11/01/14	MAI06	294.00		7172
2019	11/01/14	CAR42	231.00		7172
2020	11/01/14	GU002	210.00		7172
2021	11/01/14	SHE12	210.00		7172
2022	11/01/14	DIA04	210.00		7172
2024	11/01/14	FIS07	1,150.00		7172

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	37	0	16,702.83	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	37	0	16,702.83	0.00

RECREATION	RECREATION TRUST			
3305	11/12/14	BUR01 BURTON AGENCY INC.	10,905.41	7175
3306	11/12/14	CHI02 CHICKEN DELIGHT, INC	250.00	7175
3307	11/12/14	COL07 COLEMAN, MARGARET V.	11.75	7175
3308	11/12/14	INS01 INSERRA SUPERMARKETS	119.43	7175
3309	11/12/14	KEN01 KEN'S DELI, INC.	117.37	7175
3310	11/12/14	RUT03 RUTGERS YOUTH SPORTS RESEARCH	50.00	7175
3311	11/12/14	SPO05 SPORTS EXPERT INC	76.29	7175

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	7	0	11,530.25	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	7	0	11,530.25	0.00

RECREATION MAN	RECREATION TRUST MANUAL			
116	10/21/14	REC03 RECREATION PAYROLL	1,372.21	7152
118	11/04/14	REC03 RECREATION PAYROLL	848.60	7168

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	2,220.81	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	2,220.81	0.00

STONYBROOK	STONYBROOK OPERATING			
5114	10/24/14	UNU01 UNUM LIFE INS CO OF AMERICA	4.20	7159
5115	10/28/14	BER01 BERGEN MUNICIPAL EMPLOYEE BNFT	53.00	7161
5116	10/30/14	SPE05 SPECTROTEL, INC.	80.19	7164

BOROUGH OF HILLSDALE
RESOLUTION 14237

AUTHORIZING TRANSFER OF 2014 BUDGET APPROPRIATIONS

WHEREAS N.J.S.A.40A:4-58 permits transfers among Budget Appropriations during the last two months of the fiscal year and first three months of the proceeding year,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hillsdale that the Finance Department is hereby authorized to make the following transfers among the 2014 Budget Appropriations:

OPERATIONS "WITHIN CAP"	<u>FROM</u>	<u>TO</u>
4-01-20-155-121 Planning Board Attorney	5,000	
4-01-20-180-020 Planning Board O/E		<u>5,000</u>
TOTAL	5,000	5,000

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

Adopted: November 12, 2014

Attest: _____
 Susan Witkowski
 Municipal Clerk

 Max Arnowitz
 Mayor

**BOROUGH OF HILLSDALE
RESOLUTION 14236**

**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-*HOST agt*
- (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.

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

Adopted: November 12, 2014

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor