



## Hillsdale Volunteer Fire Department

380 Hillsdale Avenue, Hillsdale, New Jersey 07642

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

10/26/15

Sue Witkowski,

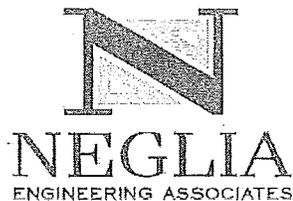
Enclosed is an application for regular membership by cadet James Alburtus. It was approved by the Board of Fire Officers at their regular meeting on this date. Please forward this to the Mayor and Council for approval at the next regular meeting (11/10/15) if possible.

When the physical is signed, I have to get it back to Tracy Jeffery to be sent to the State. You can send it back to me and I will deliver it to her.

Let me know if the 10<sup>th</sup> is good for you for the swearing in.

Thanks

Bill Becker



**ENGINEER'S REPORT  
BOROUGH OF HILLSDALE  
NOVEMBER 10, 2015  
DATE OF REPORT: November 3, 2015**

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

Michael J. Neglia, PE, PP, PLS  
President

Gregory Polyniak, PE, PP

Michael F. Berliner

Thomas R. Solfaro, PE, CME

Daniel Kaufman, PE, PP

Brian Intindola, PE

Civil Engineering

Municipal Engineering

Landscape Architecture

Traffic Engineering

Planning

Land Surveying

Construction Management

**Locations:**

■ 34 Park Avenue  
P.O. Box 426  
Lyndhurst, NJ 07071  
Tel: 201.939.8805  
Fax: 201.939.0846

■ 1119 Raritan Road  
Suite 2  
Clark, NJ 07066  
Tel: 732.943.7067  
Fax: 732.943.7249

www.negliaengineering.com

**1. FUNDING / GRANTING OPPORTUNITIES (YEAR 2015-2016)**

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 Submission Date
<i>Federal</i>	
Safe Routes to Schools (SRTS)	To Be Determined
Community Development Block Grant (CDBG)	Submitted October 9, 2015
Hazard Mitigation Assistance (HMA)	
Hazard Mitigation Grant Program (HMGP)	After Major Disaster
Pre-Disaster Mitigation (PDM)	To Be Determined
Flood Mitigation Assistance (FMA)	To Be Determined
Public Assistance (PA)	After Disaster & State of Emergency Declared
<i>State</i>	
Municipal Aid - 2016	Submitted October 16, 2015
County Aid	To Be Determined
Local Aid Infrastructure (LAIF - Discretionary Funding)	Submitted on August 11, 2015
Bikeways	No Submittal
Safe Streets to Transit (SSTT)	No Submittal
Transit Village	No Submittal
Local Bridges, Future Needs	To Be Determined
Green Acres / Blue Acres Funding	To Be Determined
<i>County</i>	
Open Space, Recreation, Farmland & Historic Preservation	Submitted August 28, 2015
Municipal Park Improvement	No submittal
200 Club Funding	Quarterly

**2. ITEMIZED LIST AND STATUS OF SUBMITTED GRANTS (YR 2014-15)**

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 2015-2016. They are as follows:

ITEMIZED LIST AND STATUS OF SUBMITTED GRANTS			
Grant	Date Submitted	Anticipated Decision	Review Status
NJDOT Municipal Aid Grant Application - Hillsdale Avenue Roadway Improvements	10/16/2015	Spring / Summer 2016	Under Review
NJDOT Local Aid Infrastructure Fund - Hillsdale Avenue Roadway Improvements	8/11/2015	Spring / Summer 2016	Under Review
Bergen County Open Space Trust Fund - Hillsdale Outdoor Fitness	8/28/2015	Spring / Summer 2016	Under Review
Bergen County Community Development Block Grant FY 2016 - Hillsdale Firehouse ADA Door Openers	10/9/2015	Spring / Summer 2016	Under Review



**3. 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 in March 2014. 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 in May 2014.

The additional available paving from 300 feet west of Forest Drive to the intersection with Ramapo Lane on Saddlewood Drive was completed based upon available grant funding. On September 29, 2015 NEA received the final asphalt testing results. NEA submitted a Construction Completion letter to NJDOT on September 29, 2015. The NJDOT final inspection was concluded on October 5, 2015 and a final inspection letter was submitted to our office dated October 7, 2015 confirming the project was constructed in compliance with NJDOT requirements. NEA will submit closeout documents to the Borough on November 6, 2015. NJDOT closeout will follow.

**4. HILLSDALE MUNICIPAL LANDFILL – METHANE GAS SURVEY & GROUNDWATER MONITORING (YEAR 2015)**

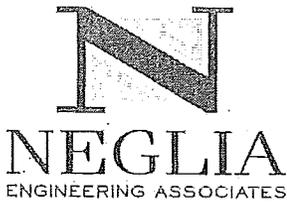
Neglia Engineering Associates solicited firms for the semi-annual groundwater monitoring and the quarterly methane study and received two bids for the methane gas survey. Subsequently our office submitted a recommendation letter to the Borough on December 1, 2014, recommending that the Borough authorize Partner Engineering and Science, Inc. to perform the methane gas survey for a total bid of \$10,600 which represents the Base Bid (January 2015 testing for \$2,800) and the Alternate Bid (April 2015, July 2015 and October 2015 testing for \$7,800).

Neglia Engineering Associates received two bids for groundwater monitoring services. Subsequently our office submitted a recommendation letter to the Borough on December 1, 2014, recommending that the Borough authorize Aqua Pro-Tech Laboratories to perform the groundwater monitoring services for a total bid of \$6,858.50 which represents the Base Bid (January 2015 testing for \$3,723.50) and the Alternate Bid (July 2015 testing for \$3,155.00).

Methane and groundwater testing occurred in July 2015 as part of the Alternate Bid of \$3,155.00 that was awarded to Aqua Pro-Tech Laboratories. The sampling was conducted on July 23, 2015 and the results were submitted to NJDEP (Mr. Michael Gerchman) on August 11, 2015.

Our office received the 2015, 3<sup>rd</sup> quarter methane gas migration survey report prepared by Partner Engineering on July 16, 2015 and forwarded the same to NJDEP and the Borough to satisfy the Year 2015 Quarterly Methane Monitoring Requirements. Due to a potential anomaly identified in the report, supplemental testing was performed on August 31, 2015 and a corresponding report, dated September 1, 2015, was prepared by Partner Engineering and submitted to our office. The report was forward to NJDEP on September 3, 2015.

The 2015, 4<sup>th</sup> quarter methane testing was scheduled from October 21, 2015 to October 30, 2015. Neglia Engineering Associates submitted the requisite residential notices to the Borough of Hillsdale on October 16, 2015 for distribution. Once the monitoring results are received from Partner Engineering, a copy will be submitted to NJDEP and the Borough.



#### 5. HILLSDALE MUNICIPAL LANDFILL

On February 12, 2015, the Borough of Hillsdale (Sue Witkowski, Borough Administrator; Donald Russell, Borough DPW Superintendent) and Neglia Engineering Associates (Gregory Polyniak) attended a meeting with NJDEP Solid Waste Permitting and NJDEP Enforcement. At the meeting, the NJDEP reviewed the site and explained the items that needed to occur and items that needed to be provided to be in compliance with the NJDEP Landfill Closure Approval. On February 27, 2015 Neglia Engineering Associates issued an NJDEP Compliance Item List and Schedule to the NJDEP.

Neglia Engineering Associates issued a status update email on March 31, 2015 as it related to the NJDEP Compliant Item List and Schedule. Neglia Engineering Associates received an enforcement letter in the mail pertaining to the landfill as it related to our February 12, 2015 NJDEP Enforcement Meeting on April 27, 2015. Mr. Gandhi stated that the Borough should not be concerned as long as it is following the previously issued action item schedule for the landfill. Mr. Gandhi noted that he has been receiving the individual items upon completion. He is aware that the Borough is attempting to satisfy the individual compliance items.

There are other open items that need to be addressed in the coming months that have not been addressed to date and that required attention through November 2015. As these items are completed, the Borough must inform NEA, to permit our office to inform NJDEP Enforcement. It shall be noted that the outstanding items must be completed or potential NJDEP Enforcement Action will occur. Below is a list of outstanding & on-going maintenance items:

- Item #1 – Maintain Field Methane Alarm System. (On-going installation)
- Item #2 – Maintain Leachate Manhole Functionality. (On-going maintenance)
- Item #3 - Provide Photographs Illustrating Methane Alarm System Functionality. (Pictures to be taken upon installation completion)
- Item #15 - Address all erosion areas, slope issues, etc. after mowing and maintaining slope. (On-going maintenance)
- Items #20 - Address and maintain the existing field surface to address settling and ponding. (On-going maintenance)
- Item #21 - Prepare and provide before and after pictures for any maintenance activities. (On-going maintenance)
- Item #22 - Address slope erosion on eastern slope. (On-going maintenance)

The Borough of Hillsdale shall note that some items that were excluded from the list above require on-going maintenance and monitoring. This work is on-going and shall be tracked for compliance purposes.

The Borough of Hillsdale met with NJDEP Permitting and Enforcement on October 13, 2015 as a follow-up to the initial inspection. During the inspection, the building methane sensors that were installed in September 2015 were inspected. NEA submitted an updated response letter to NJDEP following the October 13, 2015 meeting on October 21, 2015. Although some of the outstanding items noted above require on-going maintenance, a majority of the non-compliance items identified in the original meeting with NJDEP have been addressed. Therefore per the NJDEP, we anticipate an updated Warning Letter from NJDEP with a reduction of non-compliance to follow.



6. **HILLSDALE CENTENNIAL FIELD GAS SENSORS**

Neglia Engineering Associates in conjunction with the Borough DPW Superintendent, has inspected the field methane sensor system and alarm equipment box. Neglia Engineering Associates submitted quote solicitations to prospective contractors to furnish and install gas sensors at Centennial Field. Neglia Engineering Associates prepared and submitted a recommendation letter on June 3, 2015 to authorize Quality Electrical Construction Company to perform the said work pertaining to furnishing & installing methane sensors at Centennial Field with the associated required electrical components as outlined within the bid solicitation.

The Borough of Hillsdale, through Resolution #15137 awarded and adopted a Non-Fair and Open Contract for Electrical Services to Quality Electrical Const. Co. on June 9, 2015 in the amount of \$35,347.00. A pre-construction meeting was conducted on July 30, 2015. The anticipated lead time for the specified sensors is nine (9) weeks. The contractor has completed the re-wiring of the field sensors. The sensors and controllers will be factory calibrated and delivered the week of November 6, 2015 as per email from the contractor on October 30, 2015. The contractor anticipates installation completion and the scheduling of the startup the week of November 9, 2015. We will notify the Borough of a training session date once installed.

7. **HILLSDALE CENTENNIAL BUILDING METHANE SENSORS**

Per direction from the Mayor and Council at the January 20, 2015 Mayor and Council meeting, Neglia Engineering Associates prepared and submitted solicitations for the installation of automatic methane gas sensors with audible alarm, strobe alarm, and an autodial to the police department. A letter of recommendation to authorize Quality Electrical Construction, Company was submitted on February 24, 2015.

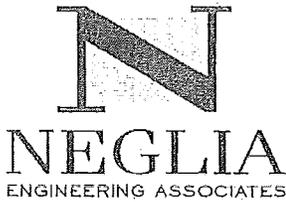
The Borough of Hillsdale, through Resolution #15094 awarded and adopted a Non-Fair and Open Contract for Electrical Services to Quality Electrical Const. Co. on April 14, 2015 in the amount of \$31,814.00. The new equipment installation was completed on August 3, 2015. A training session was conducted by the contractor on September 24, 2015. The contractor was directed to utilize the police desk phone number as the contact for the auto-dialer. At this time, municipal closeout will follow.

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

Per the direction of the Governing Body, Neglia Engineering Associates submitted an application to Bergen County Open Space on October 31, 2014.

In accordance with N.J.S.A. 40:12-15.3(d), the County of Bergen proposed to allocate \$100,000 to the Borough of Hillsdale Railroad Station Roof Repairs from the Bergen County Open Space, Recreation, Floodplain Protection, Farmland & Historic Preservation Trust Fund for the Trust Fund's 2014 County Program. The County of Bergen, mailed an award letter, along with a resolution and grant agreement to the Borough on September 16, 2015.

The Borough of Hillsdale completed the grant agreement. The Borough of Hillsdale was notified to secure NJ Transit's signature on the agreement by our office on October 21, 2015. Upon securing the signature, the Borough of Hillsdale shall submit the agreement directly to the County of Bergen.



**9. BERGEN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT – HILLSDALE TRAIN STATION RESTROOM**

Neglia Engineering Associates identified the availability of a Bergen County Community Development Block Grant in October 2014. The Borough identified a need for ADA restroom accessibility improvements within the Hillsdale Railroad Station located at Broadway and Hillsdale Avenue in November 2014. An endorsing resolution was submitted to the Borough for adoption during the December 2, 2014 Mayor and Council Meeting. Based upon the Borough's direction, Neglia Engineering Associates prepared documents and submitted an application on December 2, 2014 in pursuit of grant funding for ADA restroom accessibility improvements within the Hillsdale Railroad Station located at Broadway and Hillsdale Avenue. The County of Bergen, mailed an award letter, in the amount of \$49,800 to the Borough on August 25, 2015.

Neglia Engineering Associates submitted a completed County of Bergen Contract (Contract Number: PV-01-15) and four copies of the municipal endorsing resolution to Carmela Sciglitano, Bergen County Community Development, on October 22, 2015.

**10. DRAINAGE ISSUES AT 271 WIERIMUS ROAD**

Neglia Engineering Associates met with the DPW on Friday, May 15, 2015 to inspect the storm main and associated erosion at 271 Wierimus Road. Based upon our on-site inspection and continued investigation, it appeared that the existing storm main conveyed stormwater from Craig Road, Alpine Terrace, View Terrace, Horizon Terrace. The stormwater system traveled through an existing twenty foot wide easement located on Block 202, Lots 2, 18.02, 19, 21, 22, 29, 30 and 33 in the Borough. Ultimately, the system discharged flow into the Wierimus Road storm sewer system.

The specific area of concern appeared to be located between Horizon Terrace to Wierimus Road within Lot 2 and Lot 18. At this location, it appeared that the existing corrugated metal storm pipe had eroded and had begun to exhibit failure.

As requested by the Borough of Hillsdale on October 15, 2015, Neglia Engineering Associates prepared a cost estimate on October 26, 2015 and a professional services proposal, for review and consideration, on November 3, 2015. The preliminary cost estimate for the conveyance system improvements totaled \$285,330.00.

**11. ROAD PROGRAM 2015**

We understand that the Borough of Hillsdale intends to appropriate approximately \$452,000 for the 2015 Road program. Per the requirement of the Governing Body at the March 3, 2015 Mayor and Council Meeting, Neglia Engineering Associates prepared an initial, preliminary estimate for roadway improvements for all municipal roadways within the Borough of Hillsdale. The estimate illustrated an approximate overall budget of \$46.5 million to address the 44.4 miles of municipal roadway. This estimate was issued to the Borough of March 9, 2015.

Subsequently, per the Borough's request, Neglia Engineering prepared engineering estimates for municipal roadways selected by the Borough. The roadways and their engineer's estimate's budgets were issued on March 24, 2015 and were as follows:

- Everdell Avenue from East Liberty Avenue to Piermont Avenue (approximately 1,095 LF) - \$121,347



- Sycamore Avenue (approximately 1,085 LF) – \$117,207
- Lafayette Avenue (approximately 820 LF) - \$137,886

The Borough of Hillsdale received bids on October 15, 2015. On October 19, 2015, NEA issued an award recommendation package for review and consideration by the Borough. Upon award, construction will commence after April 4, 2016 with an anticipated duration of 45 calendar days.

#### **12. 2016 NJDOT MUNICIPAL AID PROGRAMS**

Neglia Engineering Associates identified the availability of State Aid Programs that will be available for the 2016 Fiscal Year. The programs include Municipal Aid, Bikeways, Safe Street to Transit and Transit Village. The Mayor and Council identified Hillsdale Avenue as a candidate for submittal of the NJDOT Municipal Aid Grant. An endorsing resolution was submitted to the Borough on September 11, 2015 for approval at the October Mayor and Council meeting. NEA received the requisite endorsing resolution and submitted a complete application to NJDOT on October 16, 2015.

#### **13. BERGEN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT – FIRE STATION ADA ACCESS DOORS**

We understand that the Borough of Hillsdale proposes to pursue a grant for the installation of ADA access doors at the existing Hillsdale Fire Station. An endorsing resolution was submitted on September 25, 2015 for approval at October 6, 2015 Mayor and Council meeting. NEA received the requisite endorsing resolution and submitted a complete application to the County of Bergen on October 9, 2015.

#### **14. KNICKERBOCKER AVENUE – ROADWAY VACATION – PSE&G**

We understand that PSE&G proposes to vacate a portion of Knickerbocker Avenue, which has a 50 foot right-of-way, for approximately 240 feet west of the intersection with Prospect Place to the terminus of Pascack Brook. Neglia Engineering Associates conducted a field inspection on August 27, 2015 to visually identify existing municipal infrastructure and facilities within the right-of-way. A report was prepared and submitted to the Borough on September 1, 2015. In addition to our office's inspection, we recommended that the Borough OEM and emergency services (fire, police, ambulance, etc.) perform their inspections and provide input with respect to any easement requirements.

#### **15. EVERDELL AVENUE OVER HILLSDALE BROOK**

Neglia Engineering Associates received a letter from TranSystems dated October 1, 2015. TranSystems performs routine inspections for the NJDOT. Through an inspection conducted on September 29, 2015, TranSystems identified deficiencies in the northeast approach sidewalk (structure #02M2714) located at Everdell Avenue over Hillsdale Brook. TranSystems categorized the repairs as a Priority 2 basis. Priority 2 categorization requires the implantation and completion of repairs within +/- 3 months. We understand that the Borough DPW has addressed the trip hazard.

#### **16. WIERIMUS LANE BRIDGE**

Neglia Engineering Associates received a letter from TranSystems dated October 1, 2015. TranSystems performs routine inspections for the NJDOT. Through an inspection conducted on September 25, 2015, TranSystems identified deficiencies in the bridge (structure #02M2702) located at Wierimus Lane Bridge over Musquapsink Brook. TranSystems categorized the repairs as a Priority 2 basis. Priority 2 categorization requires the implantation and completion of repairs within +/- 3 months. It shall be noted that Wierimus Lane Bridge is located within both the Boroughs of Hillsdale and Woodcliff Lake.



Neglia Engineering Associates, as directed by the Borough of Hillsdale, submitted a quote solicitation to prospective contractors on October 22, 2015 to repair the existing bridge structure (excluding the gabion matt baskets which require NDJEP Land Use Permitting). The Borough of Hillsdale received quotes on October 30, 2015. On November 2, 2015, NEA issued an award recommendation package for review and consideration by the Borough.

As noted in our October 23, 2015 correspondence with the Borough of Hillsdale, the quote noted above excluded gabion basket repair. This repair requires NJDEP Land Use Permitting as construction activities are to occur within a watercourse bed. As requested by the Borough of Hillsdale, Neglia Engineering Associates prepared a professional services proposal, for review and consideration, that included the requisite permitting, surveying, design, bidding and construction management services required to compile bid documents for gabion basket improvements. This proposal was included within the October 23, 2015 correspondence.

**17. SADDLEWOOD DRIVE CULVERT NEAR NORTH RAMAPO LANE**

Neglia Engineering Associates received a letter from TranSystems dated October 21, 2015. TranSystems performs routine inspections for the NJDOT. Through an inspection conducted on September 28, 2015, TranSystems identified deficiencies in the culvert (structure #02M2710) located at Saddlewood Drive near North Ramapo Lane. TranSystems categorized the repairs as a Priority 2 basis. Priority 2 categorization requires the implantation and completion of repairs within +/- 3 months.

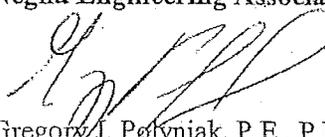
Neglia Engineering Associates, as directed by the Borough of Hillsdale, submitted a quote solicitation to prospective contractors on November 2, 2015. The quotes are due on November 9, 2015.

**18. DRAINAGE ISSUES AT 176 KNICKERBOCKER AVENUE**

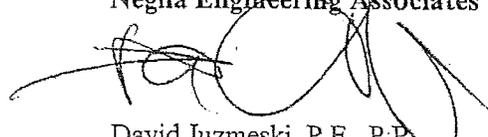
As requested by the Borough of Hillsdale, NEA inspected the drainage conditions at 176 Knickerbocker Avenue on October 13, 2015. The findings of this inspection were translated into a report and submitted to the Borough on October 19, 2015.

Based upon the inspection, the report concluded that the slopes along, and in between the two (2) catch basins along the property frontage were the key contributors to the ponding of stormwater. Subsequently, NEA provided three (3) potential solutions within the report for the Borough's review and consideration.

Respectfully submitted,  
Neglia Engineering Associates

  
Gregory J. Polyniak, P.E., P.P., C.P.W.M., 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

REF	DATE	INCIDENT	DISP	RTRN	TOT TIME	PRSNL	LOCATION	TYPE	DESC/NATURE	TOT MIN
1	9/1/2015	166	8:57	9:48	51	14	387 Washington Ave. Domani	commercial	odor of nat gas	714
2	9/2/2015	167	9:59	10:10	11	14	west parking lot, south	boro	brush fire	154
3	9/4/2015	168	16:14	16:55	41	23	120 Magnolia Ave.	field	Helo LZ	943
4	9/5/2015	169	8:14	8:41	27	19	Broadway & Knickerbocker	road	MVA	513
5	9/8/2015	170	15:27	15:45	18	18	137 Central Ave.	residential	Act. Smoke Detector	324
6		171	20:33	21:24	51	26	20 Brookside Pl	commercial	Erns lift Assist	1326
7	9/10/2015	172	:54	1:45	51	16	460 Cedar La. Rivervale	residential	Mutual Aid	816
8	9/11/2015	173	2:33	2:51	18	12	364 Hillsdale Ave.	residential	Act. Smoke Detector	216
9	9/13/2015	174	14:37	15:01	28	22	380 Broadway shoprite	commercial	water flow alarm	616
10		175	16:42	17:05	23	20	102 Highland Ave.	residential	co alarm	460
11	9/21/2015	176	9:17	9:41	24	14	3 Arigot Ct.	residential	co alarm	336
12	9/22/2015	177	17:19	17:54	35	20	272 Ell Rd.	residential	oven fire	700
13	9/23/2015	178	9:12	9:13	1	5	72 Salem Rd WT	residential	cancelled in route	5
14		179	10:27	10:40	13	12	75 Brookside Ave.	commercial	act. Smoke Detector-contractor	156
15		180	20:50	21:10	20	26	Broadway & Prospect	street	transformer	520
16	9/24/2015	181	13:20	13:50	30	10	80 Ruckman Ave	multi Res	act. Alarm-contractor	300
17	9/25/2015	182	20:44	21:00	16	19	68 Magnolia Ave.	multi Res	co alarm	304
18		183	21:02	21:20	18	19	67 Craig Rd.	residential	act. Alarm	342
19	9/28/2015	184	12:47	13:00	13	12	109 Chadwick	residential	nat gas leak	156
20	9/30/2015	185	8:33	8:45	12	10	16 Bradshaw Ct.	multi Res	act. Alarm	120
21										0
22										0
23										0
24										0
25										0
26										0
27										0
28										0
29										0
30										0
									Total Minutes calls	9021
					501	331			Total Hours	150.35
					TRAINING					
	9/8/2015		19:30	20:33	63	21	Assoc. Drill			1323
	9/12/2015		10:00	12:00	120	17	Rescue Drill			2040
										0
										0
									Total Minutes Training	3363
									Total Hours	56.05
									Grand Total Min	12384
									Grand Total Hours	206.4



# Hillsdale Board of Health

380 Hillsdale Avenue, Hillsdale, NJ 07642  
201/666-4800, ext. 1552 FAX 201/358-5002  
Website: [www.Hillsdalenj.org](http://www.Hillsdalenj.org)

## ACTIVITIES FOR THE MONTH OF OCTOBER, 2015

<u>VITAL STATISTICS</u>	<u>MONTH</u>	<u>YEAR TO DATE</u>
Deaths for the month of September, 2015	Males 1	17
	Females 0	26
Marriages/Civil Unions:*	4	
Transcripts:	12	

\*New VIP system does not require birthing facilities to send notices of births for those that reside in our town. This will no longer show on the monthly activities as the information will be inaccurate.

Respectfully submitted,



Denise Kohan  
Registrar

# Hillsdale Board of Health

380 Hillsdale Avenue, Hillsdale, NJ 07642  
201/666-4800, ext. 1552 FAX 201/358-5002  
Website: [www.Hillsdalenj.org](http://www.Hillsdalenj.org)

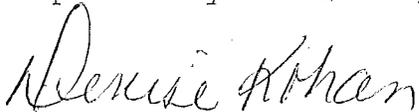
November 1, 2015

The Honorable Mayor and Council:

The following is the result of the monies received by the Board of Health for the month of October 2015

CHC Fees:	\$	140.00
Transcripts	\$	116.00
Marriage Fee	\$	12.00
Total	\$	238.00

Respectfully submitted,



Denise Kohan  
Board of Health  
Registrar

DEPARTMENT OF POLICE  
BOROUGH OF HILLSDALE



380 Hillsdale Avenue  
Hillsdale, New Jersey 07642  
Headquarters: 201-664-4200

ROBERT FRANCAVIGLIA  
CHIEF OF POLICE

Fax: 201-666-4503  
[www.hillsdalepolice.com](http://www.hillsdalepolice.com)

Date: October 27, 2015

To: Mayor and Council

From: Chief Robert Francaviglia

Re: October Monthly report

1. During the month of October there were 93 dispatching shifts, all shifts were covered by non-sworn personnel except for 2 shifts, which were covered by sworn personnel.
2. The department conducted practical exercises involving active shooter scenario's at St. John's Academy.
3. There were 208 summonses issued and 14 arrests.
4. On Thursday November 5<sup>th</sup> the police department will be hosting Autism Awareness training for all emergency services. The event will commence at 7:00 p.m. at the Hillsdale Fire Department.

# HILLSDALE POLICE DEPARTMENT

380 HILLSDALE AVE,  
HILLSDALE, NJ 07642

Phone: 201-664-4200

Fax:

## Agency Activity Analysis Report

From Date: 10/1/2015

To Date: 10/27/2015

<i>CFS Classification Code</i>	<i>CFS Classification</i>	<i>Total Events</i>	<i>Officer Initiated</i>
0100	Murder	0	0
0200	Rape	0	0
0300	Robbery	0	0
0400	Aggravated Assault	1	0
0500	Burglary	1	0
0600	Theft	1	0
0700	MV Theft	0	0
0800	Other Assaults	0	0
0900	Arson	0	0
1000	Forgery Counterfeit	0	0
1100	Fraud	4	0
1200	Embezzlement	0	0
1300	Stolen Property	0	0
1400	Malicious Mischief	4	0
1500	Weapons Offense	0	0
1600	Prostitution Vice	0	0
1700	Sex Offense	0	0
1800	Narcotics Drug Laws	1	0
1900	Gambling	0	0
2000	Family Offense	0	0
2100	Liquor Laws Drunk Driving	0	0
2200	Liquor Laws Possession	0	0
2400	Disorderly Conduct	26	0
2600	All Other Offenses	2	0
2900	Runaways	2	0
4000	Non Criminal Investigations	72	0
4100	Fire Related	16	0
4500	Deaths Suicides	1	0
5000	Lost Found Prop. / Missing Persons	8	0
5500	Animal Complaints	18	0
6000	Traffic Accidents	39	0
6300	Traffic Enforcement	240	0

# HILLSDALE POLICE DEPARTMENT

380 HILLSDALE AVE,  
HILLSDALE, NJ 07642

Phone: 201-664-4200 Fax:

## *Agency Activity Analysis Report*

From Date: 10/1/2015

To Date: 10/27/2015

<i>CFS Classification Code</i>	<i>CFS Classification</i>	<i>Total Events</i>	<i>Officer Initiated</i>
6500	Parking Enforcement	39	0
6600	Traffic Services	6	0
7000	Public Services	209	0
7500	Assist other Agency	16	0
8000	Warrants	3	0
9000	Administrative	82	0
	<i>Total:</i>	791	0

# Citation Output By Charge

Starting Issue Date 10/1/2015 to Ending Issue Date 10/27/2015

Charge	Total
39:3-66 - MAINTENANCE OF LAMPS	1
39:3-10 - DRIVING WITHOUT A LICENSE	3
39:3-10A - DRIV WITH AN EXPIRED LICENSE	1
39:3-10B - DRIV WITHOUT LIC-NEVER LICENSED	2
39:3-13.8(G) - PERMIT HOLDER VIOLATING DECAL REQUIREMENTS	2
39:3-17 - TOURING PRIV OF NON RESID DRIVERS	1
39:3-18 - GENERAL REG D OR TEMP PLATES	1
39:3-29 - FAILURE TO POSSESS DL OR REG	14
39:3-29.8C - DISPLAY OR REPRESENT ID CARD NOT ISSUED TO PERSON	1
39:3-33 - IMPROPER DISPLAY/UNCLEAR PLATES	4
39:3-33A - FICTITIOUS PLATES	2
39:3-4 - DRIVING OR PARKING UNREGISTERED MOTOR VEHICLE	16
39:3-40 - DRIVING AFTER DL/REGISTRATION SUSPENDED/REVOKED	9
39:3-40 - DRIVING AFTER LICENSE SUSPENDED OR REVOKED	1
39:3-44 - VEHICLE IN UNSAFE CONDITION	2
39:3-48 - VISIBILITY/ LIGHTS	1
39:3-64 - EMERGENCY WARNING LIGHT EQUIPMENT	1
39:3-66 - MAINTENANCE OF LAMPS	8
39:3-69 - HORNS AND WARNING DEVICES	1
39:3-72 - TIRE EQUIPMENT	2
39:3-74 - OBSTRUCTION OF WINDSHIELD FOR VISION	5
39:3-75 - SAFETY GLASS REQUIREMENT	3
39:3-76.2A - FAILURE TO USE CAR SEAT FOR CHILD UNDER 8 YEARS	1
39:3-76.2F - FAILURE TO WEARSEAT EQUIPMENT-RESPONSIBILITY OF DRIVER	2
39:3-79.1 - DEVICE TO PREVENT THROWING DIRT ON VEH (BUS TRUC TRAIL)	2
39:3-8.1 - NONCOMMERCIAL TRUCKS, LICENSE, APPLICATION FOR REG'S	4
39:3-84.11 - PROPER DISPLAY OF LICENSE PLATES/MARKERS ON TOW TRUCKS	1
39:4-123.B - RIGHT & LEFT HAND TURNS (LEFT)	1
39:4-124 - IMPROPER TURN AS INDICATED BY BUTTONS OR MARKR AT INTRS	1
39:4-129 - LEAVING THE SCENE OF AN ACCIDENT Â??	1
39:4-129B - LEAVING SCENE OF ACCIDENT INVOLVING PROPERTY DAMAGE	1
39:4-130 - FAILURE TO REPORT ACCIDENT	2
39:4-144 - DISREGARD STOP SIGN REGULATION OR YIELD SIGN	3
39:4-36 - PEDESTRIAN-FAILURE TO YIELD RIGHT OF.WAY	2
39:4-46A - FAILURE TO SHOW NAME/LOCATION ON VEHICLE	3
39:4-49.1 - OPERATION OF MOTOR VEHICLE WHILE IN POSSESSION/NARCOTIC	1
39:4-50 - OPERATING UNDER INFLUENCE OF LIQUOR OR DRUGS	4
39:4-50(G)(1) - DWI ON SCHOOL PROPERTY OR W/IN 1000 FT. OF SCHOOL	1

39:4-66.2 - AVOIDING TRAFFIC CONTROL SIGNAL OR SIGN	1
39:4-81 - FAILURE TO OBSERVE TRAFFIC CONTROL DEVICE	1
39:4-82 - FAILURE TO KEEP RIGHT	2
39:4-86 - IMPROPER PASSING IN NO PASSING ZONE	1
39:4-88B - TRAFFIC ON MARKED LANES - UNSAFE LANE CHANGE	1
39:4-90 - FAILURE TO YIELD RIGHT OF WAY	1
39:4-96 - RECKLESS DRIVING	1
39:4-97 - CARELESS DRIVING: LIKELY TO ENDANGER PERSON OR PROPERTY	2
39:4-97.3 - USE OF HAND-HELD WIRELESS TELEPHONES	1
39:4-98 - SPEEDING	8
39:6B-2 - NO LIABILITY INSURANCE COVERAGE ON MOTOR VEHICLE	3
39:8-1 - FAILURE TO HAVE INSPECTION	2
146-13 - NO PARKING IN FIRE ZONE	12
292-22A - NO PARKING OVERNIGHT BETWEEN 2AM AND 6AM	1
292-24 - NO PARKING ANYTIME CERTAIN STREETS, SCHED XIV	11
292-26 - PARKING PROH CERTAIN STREETS/TIMES SCHED XVI	10
292-28 - TIME LIMITED PARKING, SCHED XVIII	6
292-33A(4) - NO PAID STICKER/SPACE TRANSIT LOT	1
292-33B(2C) - NO RESIDENT STICKER \$2.00 SPACE	1
39:4-135 - PARKING-DIRECTION/SIDE OF ST-ANGLE PKNG-ONE WY STREET	2
39:4-138A - IMPROPER PARKING WITHIN INTERSECTION	3
39:4-138H - IMPROPER PARKING WITHIN 50 FEET OF "STOP" SIGN	3
39:4-138I - IMPROPER PARKING WITHIN 10 FEET OF FIRE HYDRANT	1
39:4-138O - HANDICAPPED PARKING	2
146-13 - N/A	1
292-22A - N/A	3
292-23 - N/A	1
292-27 - N/A	1
292-33A(3) - N/A	5
292-33A(4) - N/A	1
39:4-144 - N/A	1
39:4-97 - N/A	1
39:4-98 - N/A	5
39:4-98 .24 - N/A	1
<hr/>	
<b>Total:</b>	<b>208</b>



# HILLSDALE POLICE DEPARTMENT

380 HILLSDALE AVE, HILLSDALE, NJ 07642

## New Jersey Crash Statistical Report

10/27/2015

From Date:10/1/2015 To Date:10/27/2015

Backing	4	0	0	0
Encroachment	0	0	0	0
Overturned	0	0	0	0
Fixed Object	1	0	0	0
Animal	1	0	0	0
Pedestrian	1	1	0	0
Pedalcyclist	0	0	0	0
Non-fixed Object	0	0	0	0
Railcar -vehicle	0	0	0	0
<b>Total</b>	<b>26</b>	<b>8</b>	<b>0</b>	<b>0</b>

**HILLSDALE POLICE DEPARTMENT**  
**Incident Frequency Report**  
**By Classification**

From Date: 10/1/2015 To Date: 10/27/2015

Report Date: 10/27/2015 Criteria: 0400 Aggravated Assault,0500 Burglary,0600 Theft,0800 Other Assaults,1100 Fraud,1800 Narcotics Drug Laws,2100 Liquor Laws Drunk Driving,2200 Liquor Laws Possession,2400 Disorderly Conduct,7500 Assist other Agency,

<b>CFS Classification</b> <b>0400-Aggravated Assault</b>				<b>Total Number</b> <b>1</b>
<b>Date / Time</b>	<b>Incident Number</b>	<b>CFS Code</b>	<b>Address</b>	<b>Disposition</b>
10/3/2015 10:26:23 PM	2015-009116	0440	401 KINDERKAMACK RD, HILLSDALE, NJ 07642	CLEARED BY ARREST-ADULT
Disposition Note: 1 ARRESTED AND PROCESSED FOR A VIOLATION OF 2C:12-1B(1)				

<b>CFS Classification</b> <b>0500-Burglary</b>				<b>Total Number</b> <b>1</b>
<b>Date / Time</b>	<b>Incident Number</b>	<b>CFS Code</b>	<b>Address</b>	<b>Disposition</b>
10/26/2015 1:34:07 PM	2015-009803	0525	137 BROADWAY, HILLSDALE, NJ 07642	
Disposition Note:				

<b>CFS Classification</b> <b>0600-Theft</b>				<b>Total Number</b> <b>1</b>
<b>Date / Time</b>	<b>Incident Number</b>	<b>CFS Code</b>	<b>Address</b>	<b>Disposition</b>
10/24/2015 4:24:37 PM	2015-009766	0633	Walgreens Store 383 Washington Avenue, Hillsdale, NJ 07642	CLOSED
Disposition Note: 1 FEMALE PATIENT TRANSPORTED FOR AN ATRA TO BERGEN REGIONAL MEDICAL CENTER CALL#19189 NO CHARGES AT THIS TIME.				

<b>CFS Classification</b> <b>1100-Fraud</b>				<b>Total Number</b> <b>4</b>
<b>Date / Time</b>	<b>Incident Number</b>	<b>CFS Code</b>	<b>Address</b>	<b>Disposition</b>
10/6/2015 2:41:53 PM	2015-009186	1130	287 Evergreen St, Hillsdale, NJ 07642	CLOSED
Disposition Note: CONCERNED PARTY ADVISED TO BRING FRIEND TO EITHER MICHIGAN POLICE DEPARTMENT OR BACK TO HILLSDALE POLICE DEPARTMENT TO MAKE A THEFT/FRAUD REPORT.				
10/9/2015 10:42:27 AM	2015-009267	1130	170 MAGNOLIA AVE, HILLSDALE, NJ 07642	CLOSED
Disposition Note: INFO TAKEN FOR A REPORT				
10/13/2015 1:45:30 PM	2015-009447	1130	207 EVERGREEN ST, HILLSDALE, NJ 07642	REFERRED TO DETECTIVE BUREAU
Disposition Note:				
10/23/2015 3:31:43 PM	2015-009735	1120	51 Clinton Ave, Hillsdale, NJ 07642	REFERRED TO DETECTIVE BUREAU
Disposition Note: REPORT COMPLETED. TOT DET. BUREAU				

<b>CFS Classification</b> <b>1800-Narcotics Drug Laws</b>				<b>Total Number</b> <b>1</b>
<b>Date / Time</b>	<b>Incident Number</b>	<b>CFS Code</b>	<b>Address</b>	<b>Disposition</b>
10/3/2015 11:09:06 AM	2015-009101	1831	Washington Ave, Hillsdale, NJ 07642	CLEARED BY ARREST-ADULT
Disposition Note: 61 ARRESTED TRANSPORTED TO NORTH				

CFS Classification 2400-Disorderly Conduct				Total Number 26
Date / Time	Incident Number	CFS Code	Address	Disposition
10/1/2015 7:53:35 PM	2015-009060	2415	37 PASCACK RD, HILLSDALE, NJ 07642	CLEARED BY ARREST-ADULT
Disposition Note: FATHER ARRESTED FOR SIMPLE ASSAULT(DV). CHARGED AND RELEASED.				
10/2/2015 5:03:24 PM	2015-009083	2415	13 BERGEN AVE, HILLSDALE, NJ 07642-2101	CLOSED
Disposition Note: NO PROBLEM DAUGHTER UPSET THAT MOM TOOK INTERNET AWAY. ADVISED NOT A SITUATION TO CALL 911				
10/3/2015 9:30:03 PM	2015-009113	2480	28 Deer Trail Rd, Hillsdale, NJ 07642	CLOSED
Disposition Note: 13 YR FEMALE TRANSPORTED TO BERGEN REGIONAL AS PER FOSTER-MOTHER'S REQUEST				
10/3/2015 9:49:12 PM	2015-009114	2450	Oakland St, Hillsdale, NJ 07642	CLOSED
Disposition Note: CORRECTED				
10/5/2015 11:05:15 PM	2015-009170	2450	19 Arcadia Way, Hillsdale, NJ 07642	UNFOUNDED
Disposition Note: UNFOUNDED				
10/9/2015 11:40:38 AM	2015-009272	2420	61 PARKVIEW DR, HILLSDALE, NJ 07642	CLOSED
Disposition Note: CLOSED, REPORT COMPLETED, NO COMPLAINTS AT THIS TIME.				
10/12/2015 2:45:04 PM	2015-009408	2415	20 BUFF LN, HILLSDALE, NJ 07642	REFERRED TO DETECTIVE BUREAU
Disposition Note: TOT JUVENILE DETECTIVE				
10/12/2015 11:42:52 PM	2015-009422	2450	200 Piermont Ave, Hillsdale, NJ 07642	UNFOUNDED
Disposition Note:				
10/13/2015 11:15:38 AM	2015-009440	2420	244 Wierimus Rd, Hillsdale, NJ 07642	CLOSED
Disposition Note: PARTY IS PERSON OF INTEREST IN HARASSMENT CASE, STOPPED AND IDENTIFIED. VICTIM DID NOT WISH TO PURSUE COMPLAINTS				
10/14/2015 12:46:55 PM	2015-009479	2420	88 OAKLAND ST, HILLSDALE, NJ 07642	CLOSED
Disposition Note: REPORT COMPLETED				
10/14/2015 5:39:52 PM	2015-009489	2420	424 Hillsdale Ave, Hillsdale, NJ 07642	CLOSED
Disposition Note: BOTH PARTIES WERE COUNSELED TO STAY AWAY FROM EACH OTHER AND CEASE ALL COMMUNICATIONS. AN IR WAS CREATED TO DOCUMENT THE INCIDENT				
10/14/2015 11:52:41 PM	2015-009494	2420	55 Patterson St, Hillsdale, NJ 07642	CLOSED
Disposition Note: COMPLAINT-SUMMONS GENERATED (SEE REPORT)				
10/15/2015 1:53:57 PM	2015-009518	2420	88 OAKLAND ST, HILLSDALE, NJ 07642	CLOSED
Disposition Note: PARTY WAS ADVISED TO SPEAK TO A FAMILY COURT REPRESENTATIVE				
10/17/2015 1:48:30 AM	2015-009555	2415	55 Patterson St, Hillsdale, NJ 07642	CLOSED
Disposition Note: KEEP THE PEACE ONLY				
10/17/2015 2:17:37 AM	2015-009556	2415	84 Broadway, Hillsdale, NJ 07642	CLOSED
Disposition Note: NO POLICE ACTION				
10/17/2015 10:58:41 AM	2015-009565	2480	200 PIERMONT AVE, HILLSDALE, NJ 07642	NO REPORT/NO FURTHER ACTION
Disposition Note: PARENT EJECTED FROM SOCCER GAME BY REFEREE, NO PD ACTION NECESSARY AT THIS TIME				
10/17/2015 11:46:52 AM	2015-009566	2415	60 Broadway, Hillsdale, NJ 07642	GONE ON ARRIVAL
Disposition Note: CUSTOMER WAS GOA.				

10/17/2015 11:21:44 PM	2015-009589	2450	31 Chestnut St, Hillsdale, NJ 07642	CLOSED
Disposition Note: PARTY ADVISED TO QUIET DOWN FOR NIGHT				
10/18/2015 3:04:28 AM	2015-009595	2415	370 Hillsdale Ave, Hillsdale, NJ 07642	CLOSED
Disposition Note: PARTY SENT ON HIS WAY.				
10/18/2015 4:38:13 AM	2015-009596	2485	32 Piermont Ave, Hillsdale, NJ 07642	NO REPORT/NO FURTHER ACTION
Disposition Note: LIFELINE ALERT SET OFF. PARTY MADE CONTACT WITH LIFELINE AND ADVISED HE SET IT OFF IN ERROR AND WAS OK. NO ASSISTANCE NEEDED.				
10/22/2015 11:01:04 PM	2015-009707	2420	10 Somerset Dr S, Great Neck, NY 11020	REFERRED TO DETECTIVE BUREAU
Disposition Note: IR GENERATED AND FORWARDED TO DB. NO COMPLAINTS TO BE SIGNED AT THIS TIME.				
10/23/2015 11:39:20 PM	2015-009745	2420	14 Whitman Pl, Hillsdale, NJ 07642	CLOSED
Disposition Note: COMP. ENTERED HEADQUARTERS TO REPORT THAT HIS NEIGHBOR CURSED AT HIS WIFE AND DAUGHTER BECAUSE THEY SHUT THE CAR DOOR TO LOUD. IR COMPLETED FOR HARASSMENT AND HE WAS ADVISED ON HOW TO PROCEED WITH FUTURE INCIDENTS.				
10/24/2015 2:08:13 AM	2015-009749	2420	84 Broadway, Hillsdale, NJ 07642	CLOSED
Disposition Note: PARTY WAS LOCATED BEHIND THE FIRE HOUSE. THE FATHER WAS CONTACTED TO PICK UP HIS SON AS HE WAS TO INTOXICATED TO GET HIM HIMSELF. HIS FATHER ARRIVED SHORTLY THEREAFTER AND THERE WAS NO FURTHER INCIDENT.				
10/24/2015 2:24:51 AM	2015-009750	2420	84 Broadway, Hillsdale, NJ 07642	CLOSED
Disposition Note: ACTOR WAS ADVISED TO LEAVE THE FRONT OF CORNERSTONE BECAUSE HE CONTINUED TO GOAT OTHER ACTORS INTO A FIGHT. HIS FRIEND TOOK HIM AWAY.				
10/24/2015 3:23:17 AM	2015-009753	2420	370 HILLSDALE AVE, HILLSDALE, NJ 07642	CLOSED
Disposition Note: KEVIN WAS ADVISED TO CALL SOMEONE BECAUSE OF HIS HIGH LEVEL OF INTOXICATION. HIS BROTHER KYLE PICKED HIM UP. WAS DRINKING AT THE CORNERSTONE.				
10/25/2015 3:52:27 PM	2015-009783	2415	244 WIERIMUS RD, HILLSDALE, NJ 07642	
Disposition Note:				

CFS Classification				Total Number
7500-Assist other Agency				16
Date / Time	Incident Number	CFS Code	Address	Disposition
10/2/2015 2:56:27 PM	2015-009080	7504	Washington Ave, Washington Township, NJ 07676	CLOSED
Disposition Note: PATROL CANCELED PRIOR TO ARRIVAL, NO FURTHER ASSISTANCE NEEDED.				
10/4/2015 5:51:30 PM	2015-009135	7506	155 jefferson ave emerson nj	CLOSED
Disposition Note: NOT NEEDED				
10/10/2015 4:18:20 PM	2015-009338	7504	Van Emburgh Ave, Hillsdale, NJ 07642	GONE ON ARRIVAL
Disposition Note: PATROL IS BACK IN SERVICE, PARTY IS GOA.				
10/10/2015 8:38:01 PM	2015-009347	7504	26 fox hedge, saddle river	CLOSED
Disposition Note: 79 BACK IN, PERIMETER BROKEN DOWN.				
10/12/2015 10:36:28 PM	2015-009419	7504	101 Cypress St, Westwood, NJ 07675	NO REPORT/NO FURTHER ACTION
Disposition Note: CLEAR ASSISTANCE RENDERED				
10/12/2015 10:49:17 PM	2015-009420	7504	Westwood Police Department, Westwood, NJ 07675	CLOSED
Disposition Note: ASST WITH ARREST				
10/14/2015 8:32:07 AM	2015-009470	7504	Harrington Ave, Westwood, NJ 07675	CLOSED
Disposition Note: ASSISTED WESTWOOD				
10/14/2015 11:47:01 AM	2015-009476	7585	100 Broadway #4, Hillsdale, NJ 07642	CLOSED

Disposition Note: SCHOOL ADVISED OF RESULTS OF INVEST.				
10/15/2015 11:13:42 AM	2015-009508	7512	Hillsdale Ave, Hillsdale, NJ 07642	UNFOUNDED
Disposition Note:				
10/16/2015 12:00:21 PM	2015-009541	7506	kinderkamack rd 07675	CLOSED
Disposition Note: TRANSLATED				
10/16/2015 2:56:21 PM	2015-009543	7506	133 Plymouth Rd, Hillsdale, NJ 07642	NO REPORT/NO FURTHER ACTION
Disposition Note: COMMITTED TO BERGEN REGIONAL PER 262 SCREENER				
10/16/2015 11:15:25 PM	2015-009551	7506	97 Rivervale Rd, River Vale, NJ 07675	CLOSED-WARNING ISSUED
Disposition Note: ASSISTED RVPD WITH FIGHT AT FLORENTINE GARDENS				
10/17/2015 3:36:32 PM	2015-009580	7504	Pascack Rd, NJ07676	NO REPORT/NO FURTHER ACTION
Disposition Note: ASSIST COMPLETE				
10/20/2015 1:27:03 PM	2015-009651	7512	Raymond St, Hillsdale, NJ 07642	CLOSED
Disposition Note: UW NOTIFIED				
10/23/2015 12:02:01 PM	2015-009726	7506	79 HOLDRUM ST, HILLSDALE, NJ 07642	CLOSED
Disposition Note: PARTY NOT HOME. WILL TRY LATER.				
10/24/2015 1:03:48 AM	2015-009747	7506	48 Parkview Dr, Hillsdale, NJ 07642	CLOSED
Disposition Note: ASSISTED CPS WITH AN INVESTIGATION THAT THE HOUSE HAD NO ELECTRICITY AND ILLICIT DRUG USE WAS TAKING PLACE. THERE WAS NO INDICATION OF DRUG USE AND THE HOUSE HAD POWER.				

Best Practices Worksheet CY 2014/SFY2015

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer	<b>General Management - GM</b>	
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>Yes</p> <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>	
3	<p>Yes</p> <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)? <b>Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</b></p>	
4	<p>Yes</p> <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>	

Best Practices Worksheet CY 2014/SFY2015

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
0227	Answer	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 CV 2014/SFY2015

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Question	Comments
0227	Answer	
7	<p>Yes</p> <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 "PERC Summary Form: Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement" and "PERC Summary Form: Police and Fire; Section VII Impact of Settlement"</p>	
8	<p>Yes</p> <p>A municipality's participation in FEMA's National Flood Insurance Program Community Rating System can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system</a>, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at <a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a>. Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?</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. Have all of your local elected officials filed their Financial Disclosure Form in 2014 that covers the 2013 calendar year?</p>	

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Comments
	Question	
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>		
<b>Finance &amp; Audit - FA</b>		
<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>		
12	Yes	<p>The last discussion was held on 9/2/2014 during a Finance Committee Meeting.</p>

Best Practices Worksheet CY 2014/SFY2015

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
13	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. 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?</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? <b>If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.</b></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>

Comments

The most recent Finance Committee meeting was held on September 2, 2014. The Finance Committee meets on a monthly basis.

Improvement authorizations in excess of five (5) years old with cash deficits be funded.

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
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. <u>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. 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.</u></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>	

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

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Comments
	Question	
21	Yes	
	<p>Local Finance Notice <u>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. Has your CFO done all of the following: <u>(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>	
22	Yes	
	<p>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?</p> <p><b>Procurement - P</b></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 <a href="http://www.nj.gov/da/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/da/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a>. 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?</p> <p>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	

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
		<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? <b>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.</b></p>
25	No	
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 <a href="http://www.state.nj.us/treasury/news-sandy.shtml">http://www.state.nj.us/treasury/news-sandy.shtml</a> for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law.  <u>Has your municipality reported all Superstorm Sandy-related contracts over \$2 million to the State Treasurer?</u></p>

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer		
27	<p>Yes</p> <p>N.J.S.A. 40A:11-5 (a)(1) 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...". With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?</p>	
<b>Budget Preparation and Presentation - BP</b>		
28	<p>No</p> <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. <u>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?</u></p>	
29	<p>Yes</p> <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. <u>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?</u></p>	

**Hillsdale Borough (Bergen)**

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

0227	Answer	Question	Comments
30	Yes	<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 &amp; 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	Yes	<p>Do elected officials receive a <u>written</u> status report at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?</p>	
32	Yes	<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>	
33	Yes	<p><u>N.J.S.A. 40A:4-5</u> requires that calendar year municipalities approve their introduced budgets no later than February 10, unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u>. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director?</p>	
34	Yes	<p><u>N.J.S.A. 40A:4-10</u> requires that calendar year municipalities adopt their budgets no later than March 20, unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u>. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director? <b>This question may only be answered "N/A" if your municipality delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.</b></p>	

Best Practices Worksheet CY 2014/SFY2015

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Comments
	Question	
	<b>Health Insurance - HI</b>	
35	Yes	
	<p>Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? <b>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.</b></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>	
37	N/A	

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Question	Comments
0227	Answer	
38	N/A	
	<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>	
39	<p>Prospective</p> <p>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

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Comments
	Personnel - PE	
40	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). 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.</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 <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a>. Has your municipality filed all current contracts with PERC?</p>	
42	Yes	
	<p>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?</p>	

**Hillsdale Borough (Bergen)**

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

0227	Question	Comments
Answer		
43	<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>Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?</p>	

Best Practices Worksheet CV 2014/SFY2015

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer		
45	<p>Yes</p> <p>Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?</p> <p>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 through collective bargaining.</p>	
46	<p>No</p> <p>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. <b>Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.</b></p>	
47	<p>N/A</p> <p>Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?</p> <p>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.</p>	
48	<p>Yes</p> <p>Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?</p> <p>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.</p>	
49	<p>Yes</p> <p>Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?</p> <p>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.</p>	

**Hillsdale Borough (Bergen)**

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

Question

Comments

0227

Answer

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, prospective 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.

50

- 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.

Certification #(s)

Name: Susan Witkowski, Borough Administrator/Clerk

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.

Certification #(s) N0508

Name: Durene M. Ayer

Date October 15, 2014

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Comments
	Question	
	<b>Municipal Clerk's Certification</b>	
	I hereby certify that the Governing Body of the Borough of Hillsdale in the County of	
	Bergen will discuss the CY 2014/SFY 2015 Best Practice Inventory as	
	completed herein at a public meeting on November 5, 2014, with the Inventory results, and the	
	certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s) C1452
	be stated in the minutes of said public meeting.	
	<b>Name: Susan Wilkowski</b>	Date <b>October 15, 2014</b>



**Hillsdale Borough (Bergen)**

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

0227	Answer	Question	Comments
	<b>General Management - GM</b>		
1	Yes	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>	DPW with neighboring Municipality
2	Yes	If a final judgment has been entered against the municipality and there is no further adjudication, or if the municipality reaches a final settlement, has your municipality satisfied its obligations under a final judgment or settlement in a timely fashion pursuant to their terms (e.g. tax appeals, tort claims, contractual disputes)? <u>This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed as a result of noncompliance with the terms thereof. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.</u>	
3	Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), 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)? <b>Only answer "N/A" if your municipality does not have any municipally-owned vehicles.</b>	
4	Yes	Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report</u> on local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?	

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer		
5	<p>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 the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>	
6	<p>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).</p>	
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?</p>	
8	<p>A municipality's participation in FEMA's National Flood Insurance Program Community Rating System can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at <a href="http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system</a>, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at <a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a>. Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?</p>	

Best Practices Worksheet CV 2015/SFY2016

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
9	N/A	Question
9	N/A	<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	Yes	<p>The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2015 that covers the 2014 calendar year?</p>
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 an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 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. Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?</p>

Best Practices Worksheet CY 2015/SFY2016

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
	<b>Answer</b>	
	<b>Finance &amp; Audit - FA</b>	
	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>	
12	Yes	The last discussion was held on 8/11/15
13	N/A	
	In Local Finance Notice 2007-5, the Division issued guidance concerning the collection and accounting of fees by mayors for the performance of marriage and civil union ceremonies. If your municipality's mayor collects fees for performing weddings and civil unions, are the guidelines on pages 2 and 3 of LFN 2007-5 being followed?	
14	Yes	The last meeting was held on 9/21/15
	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 quarterly 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.	
15	No	<ol style="list-style-type: none"> <li>1. Old outstanding checks remain</li> <li>2. List of forclosed properties be prepared</li> <li>3. Reserve balances remain on the t/b</li> <li>4. Capital Improvement Ledger was not in agreement with the General Ledger</li> <li>5. Receipt Ledger is not being maintained by the Borough Clerk</li> <li>6. Improvement authorizations over 5 years is in a deficit cash position.</li> </ol>
	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2013 audit been <u>1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2014 audit? If the answer is no, please list the repeat findings in the comments section. Only answer "N/A" if there were no audit findings in 2013. If 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>	

Best Practices Worksheet CY 2015/SFY2016

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

Best Practices Worksheet CY 2015/SFY2016

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer		
18	<p>No</p> <p>N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 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	<p>Yes</p> <p>For its most recent audit period completed, has the municipality: 1) <u>not</u> had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) <u>not</u> accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) <u>not</u> 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	<p>Yes</p> <p>Pursuant to N.J.S.A. 40A: 2-40, 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>	

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
		Comments
21	Yes	<p>Local Finance Notice 2014-09 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. 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?</p>
22	Yes	<p>Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?</p> <p><b>Procurement - P</b></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 <a href="http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a>. 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?</p>
24	N/A	<p>Pursuant to N.J.S.A. 52:15C-10(a), municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than \$2 million but less than \$10 million. For contracts \$10 million or more, N.J.S.A. 52:15C-10(b) requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller's website. Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?</p>

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
		Comments
25	Yes	<p>The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. <u>Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?</u></p>
26	No	<p>Has your municipality established a chain of command as required by <u>N.J.A.C. 5:34-6.1(b)</u> to ensure appropriate individuals are in place to determine when emergency procurement is necessary, and to ensure that the provisions for emergency purchasing set forth in <u>N.J.S.A. 40A:11-6</u> are properly implemented?</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>

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Comments
	Question	
	<b>Budget Preparation and Presentation - BP</b>	
28	No	
	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. <u>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?</u>	
29	Yes	
	In preparing your annual budget, 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. <u>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?</u>	
30	Yes	
	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. <u>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?</u>	
31	Yes	
	Do elected officials receive a <b>written</b> status report <u>at least quarterly</u> on all budget revenues and appropriations as they correspond to the annual adopted budget?	

Best Practices Worksheet CY 2015/SFY2016

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
32	Yes	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?
33	Yes	<u>N.J.S.A. 40A:4-5</u> requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> . Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? <b>This question may only be answered N/A if your municipality is under State Supervision.</b>
34	Yes	<u>N.J.S.A. 40A:4-10</u> requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities), unless the Director sets forth a later date pursuant to <u>N.J.S.A. 40A:4-5.1</u> . Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? <b>This question may only be answered "N/A" if your municipality is under State Supervision, or delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.</b>
<b>Health Insurance - HI</b>		
35	Yes	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.

Best Practices Worksheet CY 2015/SFY2016

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
36	Yes	Comments
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>
37	N/A	<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>
38	N/A	<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>

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer		
39	<p>Yes</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 lessened, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. <u>Has your governing body had a thorough and adequate discussion about its current policy regarding payments in lieu of health benefits, its impact on the municipal budget, and whether said payments are still warranted?</u> "N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.</p>	

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Comments
	Question	
	<b>Personnel - PE</b>	
	<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, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with 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>	
40	Yes	
41	No	
	<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 <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a>. Has your municipality filed all current contracts with PERC? <u></u></p>	

Best Practices Worksheet CY 2015/SFY2016

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Answer	Question
		Comments
42	Yes	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?
43	Yes	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?
44	Yes	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?
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 through collective bargaining.
46	No	

Best Practices Worksheet CY 2015/SFY2016

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer		
47	N/A	
	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 \$604 for disabilities beginning on or after 1/1/15. <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. <b>Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.</b>	
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	
	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. <u>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.</u>	
50	No	

<b>Hillsdale Borough (Bergen)</b>		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0227	Question	Comments
Answer		
0	Select	
35	Yes	
8	No	
7	N/A	
0	Prospective	
50	<b>Total Answered:</b>	
42	Score (Yes + N/A + Prospective)	
84%	Score %	
0%	Percent Withheld	
	<b>Chief Administrative Officer's Certification</b>	
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s)
	<b>Name &amp; Title Susan Witkowski, Borough Administrator</b>	Date 10/14/15
	<b>Chief Financial Officer's Certification</b>	
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.	Certification #(s) N-1564
	<b>Name Michael Kaufmann</b>	Date 10/14/15
	<b>Municipal Clerk's Certification</b>	
	I hereby certify that the Governing Body of the Borough of Hillsdale in the County of Bergen discussed/will discuss the CY 2015/SFY 2016 Best Practice Inventory as completed herein at a public meeting on <insert date>, with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.	Certification #(s) 1452
	<b>Name Susan Witkowski</b>	Date 10/14/15

**Hillsdale Borough (Bergen)**

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

0227	Question	Answer	Comments
		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	Impact on final 5% aid payment/impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	60%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid

Question	Table of Weblinks
4	<a href="http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf">http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf</a>
8	<a href="http://www.fema.gov/national-flood-insurance-program-community-rating-system">http://www.fema.gov/national-flood-insurance-program-community-rating-system</a>
8	<a href="http://www.nj.gov/dep/floodcontrol/about.htm">http://www.nj.gov/dep/floodcontrol/about.htm</a>
13	<a href="http://www.nj.gov/dca/divisions/dlqs/ffns/07/2007-5.doc">http://www.nj.gov/dca/divisions/dlqs/ffns/07/2007-5.doc</a>
20	<a href="http://www.nj.gov/dca/divisions/dlqs/ffns/13/2013-3.pdf">http://www.nj.gov/dca/divisions/dlqs/ffns/13/2013-3.pdf</a>
21	<a href="http://www.nj.gov/dca/divisions/dlqs/ffns/14/2014-09.pdf">http://www.nj.gov/dca/divisions/dlqs/ffns/14/2014-09.pdf</a>
23	<a href="http://www.nj.gov/dca/divisions/dlqs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc">http://www.nj.gov/dca/divisions/dlqs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc</a>
24	<a href="http://www.nj.gov/comptroller/compliance/index.html">http://www.nj.gov/comptroller/compliance/index.html</a>
25	<a href="http://www.nj.gov/dca/divisions/dlqs/ffns/06/2006-21.doc">http://www.nj.gov/dca/divisions/dlqs/ffns/06/2006-21.doc</a>
33 & 34	<a href="http://www.nj.gov/dca/divisions/dlqs/ffns/14/2014-21.pdf">http://www.nj.gov/dca/divisions/dlqs/ffns/14/2014-21.pdf</a>

RECEIVED

NOV 4 2015

Initial: DW

To: Borough of Hillsdale

Do to a an Employment opportunity I am resigning from the Borough of hillsdale effective the end of the work day of 11-12-15.  
I have enjoyed my time working for the borough and thank you for the opportunity.

Sincerely  
Dennis J Wheeler



RECEIVED

OCT 26 2015



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
OFFICE OF ENGINEERING & CONSTRUCTION  
BUREAU OF DAM SAFETY & FLOOD CONTROL  
Mail Code 501-01A

Initial: \_\_\_\_\_

BOB MARTIN  
Commissioner

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

PO Box 420, Trenton, NJ 08625-0420  
Telephone: 609-984-0859 Fax: 609-984-1908

OCT 19 2015

Emad B. Sidhom, P.E. Director of Engineering, NJ Div.  
United Water New Jersey, Inc.  
461 From Rd. Suite 400  
Paramus, NJ 07652

Re: Woodcliff Lake Dam, NJ File #23-21  
Woodcliff Lake Boro./Hillsdale Boro., Bergen County  
Dam Safety Permit No. 1386

Dear Mr. Sidhom:

This is in reference to your letter dated October 9, 2015 in which you requested an extension of time to complete construction associated with Dam Safety Permit No. 1386 for the above referenced dam.

Upon review of the permit extension request, this office hereby extends the expiration date for Dam Safety Permit No. 1386 to November 7, 2016. In accordance with New Jersey Dam Safety Standards (N.J.A.C. 7:20 - 1.4(e)), this extension will represent the third of three allowable one-year extensions. If construction is not completed by November 7, 2016, the submission of a new permit extension request and additional documentation may be required.

Please be reminded that no modifications to the approved plans may be undertaken unless submitted to and approved by the Department.

Should you have any questions regarding this matter, please contact Darin Shaffer of this office at (609) 984-0859.

Sincerely,

  
John H. Moyle, P.E., Manager  
Bureau of Dam Safety & Flood Control

C: Ronald Von Autenried, P.E., Buck, Seifert & Jost, Inc.  
Hillsdale Borough Engineer & Clerk  
Woodcliff Lake Borough Engineer & Clerk  
Bergen County Engineer  
Mark Boriek, Division of Fish & Wildlife

V:\nhr\bdsfc\DSS\DATABASE\15letter\23021dls15a.doc

RECEIVED  
OCT 13 2015  
MUNICIPAL CLERK

Sandra \*  
 **Joseph Heiser JR**  
141 Ralph Ave.  
Hillsdale, NJ 07642-1524

10-08-15

Hillsdale Borough Hall  
380 Hillsdale Ave.  
Hillsdale, N.J. 07642

To The Mayor & Council,  
Dear Mayor Arnowitz & Council members,

We are concerned about the long-standing problems with the transport-van, used for the seniors in town.

Just today, a senior in town, told me she had to take a taxi to go to therapy <sup>(physical)</sup> (in Hillsdale.)

Today, at the 50+ meeting, there was a notable absence of seniors from the Hillsdale House.

Please do your best to address this problem, and have transportation available for those who really do need it.

Thank you for your kind attention to this. Sincerely,

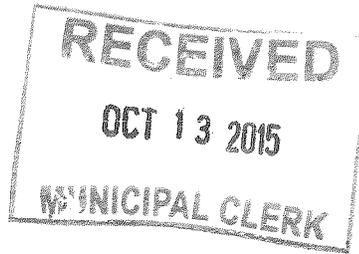
Sandra H. Heiser  
Janet & Heiser for

S.C.  
50+ Club

October 12, 2015

187 Magnolia Avenue

Hillsdale, New Jersey 07642



To: The Mayor and Council

380 Hillsdale Avenue

Hillsdale, NJ 07642-2132

As a Hillsdale senior citizen and an assistant on the senior van, I am requesting that the van be repaired or replaced. I am well aware of the difficulties you are having; however, there are many seniors who rely on this service to get to appointments in and around the valley. One of our seniors is confined to Hillsdale House; and only because the van has a lift is she able to get out to the Tuesday Hot Lunch Program and see her friends. She cannot use the cars you have provided. Because the County van has a route that cannot be changed, the seniors from Hillsdale House can no longer get to the 50+ Club meetings because they would be dropped off much too early; and the Tuesday Hot Lunch Program is the only place they can meet with their friends.

I would be willing to drive some people to our 50+ meeting; but I drive an SUV which they cannot get into or out of.

I am hoping you can help us solve this problem

  
Ann Janet Cron

annjanet@msn.com

Dear Mayor + Council

I am a General Service  
type is upset that our men  
has been put of Commuters  
for so long. There are many  
persons who do not drive  
because of age or disability  
and depend on the men and  
their only means of transportation  
many of them need it to shop  
& go to doctor appointments  
Please try to expedite the repair  
of the men for our persons



RECEIVED  
OCT 13 2015  
MUNICIPAL CLERK

To Mayor and Council

10-8-15

I am very concerned about the availability of transportation for our seniors in Hillsdale. I have noticed that many of our seniors are not able to attend functions in our community because they do not have transportation. Please do what you can to improve the quality of life for our seniors.

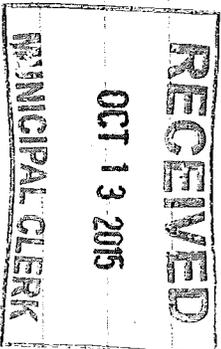
Sincerely,  
Brody J. Sawyer

RECEIVED  
OCT 13 2015  
MUNICIPAL CLERK

Dear Mayor + Council,

Please help us get  
a bus which senior  
citizens need.

C. Chase



10/8/15

Dear Mayor and Council,

As a senior citizen residing in Hillsdale,  
I am concerned about the senior van  
not being available for the past few months.  
Our seniors rely on that van to get  
them to the doctor, grocery shopping and  
to the 50 Plus club meetings. Please  
get parents to getting the van back into  
service

Thank you

Judith Oshwin  
84 Hennings St  
Hillsdale, NJ

RECEIVED

OCT 13 2015

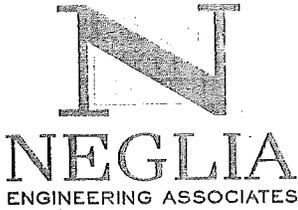
PRINCIPAL CLERK

10 Mayor and Council

Concerned seniors are finding that they are not able to get to meetings and social affairs as readily for them because of no transportation. What can we do to solve this problem? Please respond to our letter thru the (504) Elder Plus Club and make contribution of less per yr.

Quinsey  
Est 0534 4595  
residents

RECEIVED  
OCT 13 2015  
MUNICIPAL CLERK



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

Michael J. Neglia, PE, PP, PLS  
President

Gregory Polyniak, PE, PP

Michael F. Berliner

Thomas R. Solfaro, PE, CME

Daniel Kaufman, PE, PP

Brian Intindola, PE

Civil Engineering

Municipal Engineering

Landscape Architecture

Traffic Engineering

Planning

Land Surveying

Construction Management

**Locations:**

■ 34 Park Avenue  
P.O. Box 426  
Lyndhurst, NJ 07071  
Tel: 201.939.8805  
Fax: 201.939.0846

■ 1119 Raritan Road  
Suite 2  
Clark, NJ 07066  
Tel: 732.943.7067  
Fax: 732.943.7249

[www.negliaengineering.com](http://www.negliaengineering.com)

October 19, 2015

Via: E-mail & Regular Mail

Ms. Susan Witkowski, RMC  
Borough Administrator/Municipal Clerk  
Borough of Hillsdale  
380 Hillsdale Avenue  
Hillsdale, New Jersey 07642

**Re: Inspection Report – Drainage Conditions  
Vicinity of 176 Knickerbocker Avenue  
Borough of Hillsdale, Bergen County, New Jersey  
NEA Job No.: HIDLADM15.001**

Dear Ms. Witkowski:

As requested by the Borough of Hillsdale, Neglia Engineering Associates performed a site inspection at 176 Knickerbocker Avenue including the immediate surrounding neighborhood. The inspection occurred the morning of Tuesday, October 13, 2015.

As per an email received from Robert Conti, the resident's email notes two specific concerns. These concerns are outlined below:

#1 – The resident noted that PSE&G, through a tree service, removed a portion of an existing tree while leaving the balance of the tree along with the stump on-site for the responsibility of the property owner. In addition, the homeowner noted that PSE&G indicated that the tree, adjacent to the removed tree, was in danger of falling. Below is a photograph (Photo#1) of the trees in question.



**Photo #1**

RECEIVED

OCT 26 2015

Initial: 

As shown in Photo #1, the tree was cut approximately 3 feet from its [tree] base. This left a 3 foot tree with the stump uprooted. As shown in the photo, this particular tree species had shallow roots that did not expand up to the drip line. The secondary tree in question is shown in the background, behind the cut tree. Based upon the photographs, similarity of the bark, and tree canopy, it is reasonable to ascertain that the tree in the background would have a similar root system. In addition, trees in close proximity to one another have intertwined root systems. The cutting and removal of one tree may impact the stability of another. However, please note that a tree “leaning” or on an incline is not a direct indication of potential collapse. Therefore, with respect to the existing upright tree, our office recommends consultation by an arborist or a certified tree expert. With respect to the existing tree stump, which appears to be located on the homeowner’s property, it is the homeowner’s responsibility for removing the said tree. In addition, the homeowner may wish to contact PSE&G directly to resolve the PSE&G created issue.

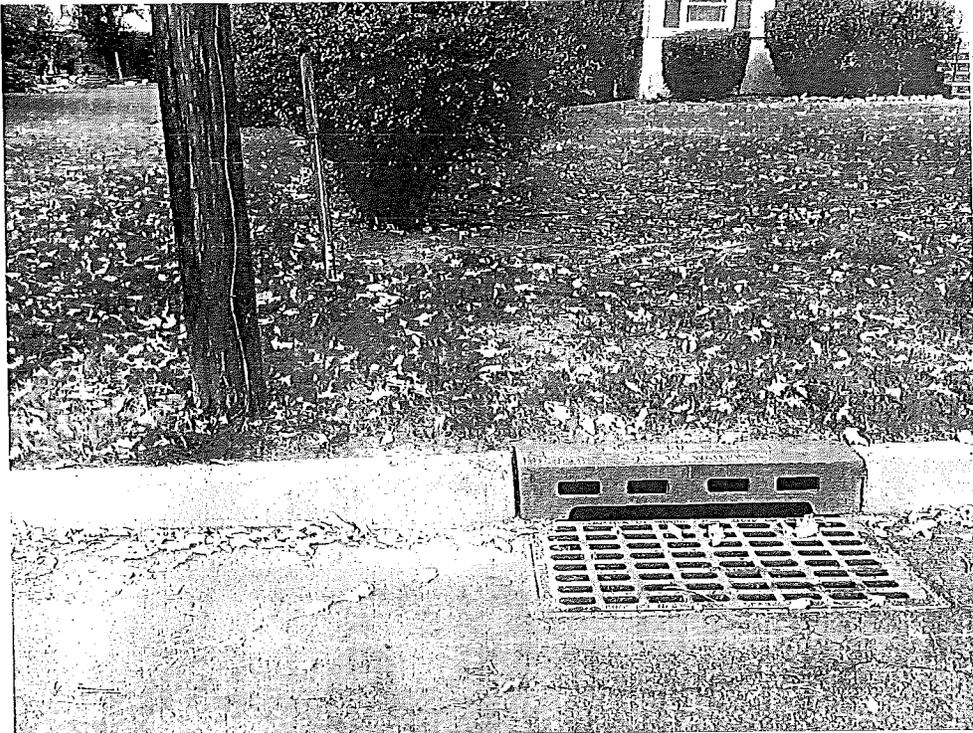
#2 – The homeowner has indicated that due to previous roadway grading and paving on Knickerbocker Avenue, large portions of the curb along the property frontage at 176 Knickerbocker Avenue retain water, creating a ponding issue. In addition, the homeowner has indicated that this condition precludes guests from accessing the front walkway to the home on the property.



**Photo #2**

Photo #2 above shows the curb along the homeowner's frontage. The walkway in question extends from the stairway in the background.

For reference purposes, the top of Photo#2, depicted above, will be considered north and the bottom will be considered south. The property in question is a corner tax parcel at the northeastern intersection of Knickerbocker Avenue and Legion Place. The property has a one hundred (100) foot frontage along Knickerbocker Avenue with curb as shown in the photograph above. The property contains one (1) catch basin (CB#1) located approximately ten (10) feet south of the intersection and an additional catch basin (CB#2) at its southern lot boundary as shown in Photo #3 below.



**Photo #3**

Knickerbocker Avenue and Legion Place are crowned roadways. Knickerbocker Avenue has a varying crown from 4.8% at the southern limits of the property to 1.5% at the intersection with Legion Place. The catch basin (CB#1) at the northern limits of the property (near Legion Place) conveys stormwater runoff from a portion of Legion Place and Knickerbocker Avenue. The catch basin (CB#2) at the southern limits of the property conveys stormwater runoff from the eastern half of Knickerbocker Avenue.

The slopes along, and in between the two (2) catch basins along the property frontage are the key contributors to the ponding of stormwater. The gutter slope near CB #1, pitches south

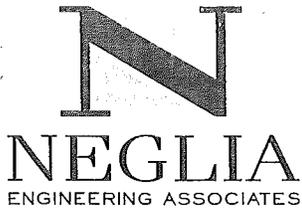
approximately 0.3%. Upon bypassing CB#1 in a southerly direction, but prior to the property walkway, the slopes increase to 1.3%. The slopes decrease to 0.2-0.5% along the curbline in a southerly direction. However, prior discharging to CB#2 the slopes change course and pitch north approximately 0.2-0.3%. The re-direction of the slopes creates a low point and stormwater runoff ponding. Upon bypassing CB#2, the roadway increases in elevation with a slope of approximately 2.2%. Photo #4 shows the walkway in question along the property frontage.



**Photo #4**

The Residential Site Improvement Standards (RSIS) set design criteria for roadways. The minimum grade along a roadway, based upon RSIS standards, is 0.5%. However, due to fluctuation in compaction rates within roadways, a minimum 0.75% slope is recommended to maintain positive grade toward existing catch basins per engineering design protocol. As noted above, the slopes along the curbline and property frontage and in between the walkway and CB#2 range from 0.2%-0.6%.

Roadway runoff impacts are affected by several design elements. These elements include, but are not limited to, catch basin quantity, pipe infrastructure size, drainage areas, times of concentration, the availability of curb along roadways, roadway slopes, and types of land use coverages. Coverages pertain to areas of impervious and pervious cover. Based upon site observances, the elements that have the most impact on the P.Q. are the roadway slope. Curb



is utilized to frame the roadway, provide structural stability, and to create a gutter line for stormwater runoff. Due to the existing curb elevation, the gutter flow is trapped in between the two (2) catch basins. This is evidenced by the accumulation of sediment / silt / leaves build-up along the property frontage. In addition, these areas remain damp as evidenced in Photo #4 above.

To address the current drainage conditions, there are several potential mitigating solutions. Each varies in magnitude and overall cost. The potential solutions are as follows:

- Construct an additional inlet between the two (2) inlets in question to provide a discharge relief point. The catch basin would be connected to the municipal stormwater system located within Knickerbocker Avenue. This method would evacuate accumulated stormwater along the curblines. However, survey and design would be required to locate the exact location for the additional inlet.
- Milling, paving and overlay of the eastern portion of the roadway, between the two (2) inlets. This method may require some curb reconstruction to maintain the property curbs. In addition, survey and design would be required to identify the exact curb grades to construct a 1% roadway slope.
- Reconstruction of the existing roadway. This method will require the evaluation and survey of the P.Q. along with immediate roadway system to identify the extents of the reconstruction.

Neglia Engineering trusts you will find the above in order. Should you have any questions, require additional information, or would like our office to proceed with any of the surveying / engineering services related to this matter, please do not hesitate to contact this office.

Very truly yours,  
**Neglia Engineering Associates**

A handwritten signature in black ink, appearing to read 'Gregory J. Polyniak', written over a light blue horizontal line.

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

Very truly yours,  
**Neglia Engineering Associates**

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

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

cc: Mayor & Council (via: Regular Mail)  
Mark D. Madaio, Esq. (via: Email and Regular Mail)



E-MAIL  
m/c  
10/30/15  
SW

October 21, 2015

**Via E-mail & Regular Mail**

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

Michael J. Neglia, PE, PP, PLS  
President

Gregory Polyniak, PE, PP

Michael F. Berliner

Thomas R. Solfaro, PE, CME

Daniel Kaufman, PE, PP

Brian Intindola, PE

Mr. Rajandra Gandhi  
Bureau of Solid Waste Compliance and Enforcement  
Division of Licensing Operations, Solid Waste  
& Pesticide Enforcement  
New Jersey Department of Environmental Protection  
9 Ewing Street, Mail Code 09-01  
P.O. Box 420  
Trenton, New Jersey 08625-0420

**Re: UPDATED RESPONSES – OCTOBER 2015 INSPECTION MEETING  
WARNING LETTER STATUS / RESPONSES  
EA ID#: WRN150001 - 131878  
Sanitary Landfill – ID No. 02227A  
Borough of Hillsdale, Bergen County, New Jersey  
NEA File: HIDLADM15.001**

Civil Engineering

Municipal Engineering

Landscape Architecture

Traffic Engineering

Planning

Land Surveying

Construction Management

Dear Mr. Gandhi:

On April 27, 2015, the Borough of Hillsdale was in receipt of your Warning Letter for the Hillsdale Landfill pertaining to the February 12, 2015 compliance evaluation. Subsequent to the receipt of the Warning Letter, our office issued a response letter, dated May 07, 2015 illustrating the status of each warning item.

On October 13, 2015, a follow-up compliance evaluation occurred. In attendance at the compliance evaluation were NJDEP representatives (John Shevlin, Sanjay Shah, Rajandra Gandhi), the Borough Administrator (Susan Witkowski), the Borough Department of Public Works Superintendent (Barry Peterson), and Borough Engineer (Gregory Polyniak). At this site meeting, the NJDEP requested that our office update the warning letter responses to be current. We respectfully request that you accept this letter accordingly.

Please review our response to each item. If the NJDEP requires additional information and / or has a different interpretation with respect to an item and its response, please inform. The Borough and our office would expeditiously address any open matter. The items are as follows:

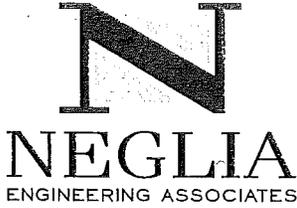
- **Requirements:** Pursuant to N.J.A.C. 7:26- 2A.9 (d) 8, any sanitary landfill that is closed under the provisions of this section shall be maintained in accordance with the approved Closure and Post-Closure Plan and must remain in compliance with all regulations of this subchapter. [N.J.A.C. 7:26-2A.9 (d) 8].

**Locations:**

■ 34 Park Avenue  
P.O. Box 426  
Lyndhurst, NJ 07071  
Tel: 201.939.8805  
Fax: 201.939.0846

■ 1119 Raritan Road  
Suite 2  
Clark, NJ 07066  
Tel: 732.943.7067  
Fax: 732.943.7249

www.negliaengineering.com



Description of Noncompliance: Sanitary landfill closed under the provisions of this section was not program as required by the closure and post closure plan was not available at site.

**RESPONSE**

**The Borough of Hillsdale secured a copy of the maintenance and inspection program documents as required by the closure and post closure plan from the Borough's previous engineer, Christopher Statile. Copies have been forwarded to your attention. Per the October 13, 2015 site inspection, maintenance is occurring per the closure and post closure plan. This matter is ongoing.**

**In addition, the Borough has performed the necessary quarterly inspections and documented all maintenance and inspection information within the report log forms. These reports are kept with the Borough and are available for inspection. This matter is ongoing.**

- Requirement: Pursuant to N.J.A.C. 7:26- 2A.9 (d) 9, a copy of the approved Closure and Post-Closure Plan shall be kept on file at the sanitary landfill during the course of the sanitary landfill's operation and, after closure, shall be filed with the municipal clerk. [N.J.A.C. 7:26- 2A.9 (d) 9]

Description of Non-Compliance: A copy of the approved Closure and Post-Closure Plan was not kept on file at the sanitary landfill during the course of the sanitary landfill's operation and/or, after closure, was not filed with the municipal clerk. A copy of the approved closure and Post-Closure Plan was not available on file at the sanitary landfill site or borough office.

**RESPONSE**

**The Borough of Hillsdale secured copies of the aforementioned documents from the Borough's previous engineer, Christopher Statile. Copies have been forwarded to your attention. These documents are kept at Borough Hall for inspection. This matter has been addressed.**

- Requirement: Pursuant to N.J.A.C. 7:26- 2A.9 (g), pursuant to N.J.A.C. 13:1E-100 et seq., the requirements for the escrow account shall be in accordance with N.J.A.C. 7:26- 2A.9 (g). [N.J.A.C. 7:26- 2A.9 (g)]

Description of Noncompliance: Failure to comply with the escrow requirements at N.J.A.C. 7:26- 2A.9 (g). The facility was unable to provide sufficient documentations to determine compliance with the escrow requirement.

**RESPONSE**

**Per a conversation with the Borough's previous engineer, Christopher Statile, Mr. Statile stated that the NJDEP refunded the outstanding escrow during or around Year 2000. This matter has been addressed.**

- Requirement: Pursuant to N.J.A.C. 7:26-2A9 (d), monitoring wells, gas vents, or other environmental improvements at the landfill shall be maintained.

Description of Noncompliance: Ground water monitoring system, gas collection and monitoring system, leachate collection and drainage system, storm water management system were on the landfill site. However, maintenance and inspection records were not available during inspection. Gas monitoring system was not functional and engineering controls need maintenance.



### **RESPONSE**

**The Borough has supplied the NJDEP with all available maintenance and inspection program reports. These reports are kept with the Borough and are available for inspection. This matter is ongoing.**

**At this time, the repair and maintenance of the existing, field methane gas monitoring system is occurring. It is anticipated that the system will be completed in early November 2015. We will notify the NJDEP once the system testing date is scheduled and provide an invitation. This matter is ongoing.**

**The Borough has addressed the landfill vegetative cover and access to the drainage system, monitoring wells, and manholes through a maintenance program. This matter has been addressed.**

- **Requirement:** Pursuant to N.J.A.C. 7:26- 2A.7 (f), should the Department determine that methane gas is migrating off site, a corrective action plan shall be developed by the owner/applicant. Such action plan shall be submitted to the Department within 30 days of such determination and shall be implemented entirely immediately upon its approval by the Department. [N.J.A.C. 7:26- 2A.7 (f)]  
**Description of Noncompliance:** 2015 1<sup>st</sup> quarter gas survey report indicates that elevated concentrations of methane gas were identified in the few gas survey points adjacent to the on-site structure, all of which exceeded the LEL methane. Facility failed to submit corrective action plan to the Department for approval and implementation.

### **RESPONSE**

**To address on-site structure safety, the Borough has installed interior building methane sensors. These sensors were installed in September 2015 and are connected to an audible alarm, strobe light alarm, and auto-dialer to the Borough Police Department. This matter has been addressed.**

- **Requirement:** Pursuant to N.J.A.C. 7:26- 2A.7 (f), an Air Pollution Control Permit shall be obtained for all existing gas venting systems pursuant to N.J.A.C. 7:27- 8.2(a) 16. A copy of the permit shall be submitted to the Bureau of Landfill & Recycling Management, Division of Solid & Hazardous Waste. N.J.A.C. 7:26- 2A.7 (f)]  
**Description of Noncompliance:** The facility failed to provide copy of air pollution control permit for existing gas venting system.

### **RESPONSE**

**The Borough hired First Environment, Inc. to prepare and submit the Air Pollution Control Permit for the Hillsdale Landfill in April 2015 with a permit acquired thereafter. This matter has been addressed.**

- **Requirement:** Pursuant to N.J.A.C. 7:26- 2A.8 (h) 9, a methane gas survey shall be performed quarterly around the landfill perimeter buffer zone and at the basements of the adjacent houses to the landfill. The survey shall be performed with a hand-held portable explosion meter or equivalent and the minimum sampling depth shall be three feet below the ground surface or above the water table, whichever is higher. The maximum interval between sampling points shall be 300 feet. Sampling shall be performed around the perimeter of all on-site structures. The maximum interval between sampling points for structures shall be 50 feet; however, there shall be at least one



sampling point along each side of the structure. Survey results shall be submitted to the Division of Solid and Hazardous Waste as a condition of this Approval. [N.J.A.C. 7:26- 2A.8 (h) 9]

Description of Noncompliance: Failure to ensure that the sanitary landfill gases are sampled and analyzed in accordance with the following: i. A gas quality analysis shall be performed on the gas venting and collection systems as constructed in accordance with to N.J.A.C. 7:26- 2A.7 (g) 3 and 4 on an as-needed basis as determined by the Division and the Bureau of Air Quality Engineering, pursuant to N.J.A.C. 7:27; ii. A methane gas survey shall be performed on a quarterly basis and the results shall be submitted to the Division. If gas is detected within the buffer zone, the Department may require more detailed and frequent surveys to be performed. iii. The methane gas survey shall be performed with a hand-held portable explosimeter or equivalent and the minimum sampling depth shall be three feet below the ground surface or above the water table, whichever is higher; and iv. The sampling for the methane gas survey shall be performed on a quarterly basis around the perimeter of the buffer zone of active landfill areas and annually around the entire perimeter of all on-site structures. The maximum interval between sampling points for structures shall be 50 feet; however, there shall be at least one sampling point along each side of the structure.

If repeated methane gas surveys consistently detect no methane gas around the perimeter of the buffer zone of the sanitary landfill, the maximum interval between sampling points shall be increased and/or the sampling frequency shall be decreased, as approved by the Department, based on negative results at a particular location;

#### **RESPONSE**

**The Borough has secured and supplied all available quarterly methane survey reports to the NJDEP. As prepared in the future, the quarterly methane survey reports will be continuously provided. This matter is ongoing.**

- Requirement: Pursuant to N.J.A.C. 7:26- 2A.9 (c), upon closure of the sanitary landfill, a detailed description of the landfill shall be recorded, along with the deed, with the appropriate recording office. The description shall include the general types, locations, and depths of wastes on the site, the depth and types of cover material, the dates the landfill was in use and all such other information as may be of interest to potential landowners, and shall remain in the record in perpetuity. A copy of the recorded deed description shall be submitted to this Division. The deed shall also provide notice that any future disruption of the closed landfill shall require prior approval from the Department in accordance with to N.J.A.C. 7:26- 2A.8 (j). [N.J.A.C. 7:26- 2A.9(c)]

Description of Noncompliance: A copy of recorded deed description was not submitted to the Department as well copy was not available for review.

#### **RESPONSE**

**The previous Borough Engineer, Mr. Christopher Statile has supplied a copy of the deed to your attention. This document is kept at Borough Hall for inspection. This matter has been addressed.**

- Requirement: Pursuant to N.J.A.C. 7:26- 2A.9 (d) 10, within 30 days from issuance of this Approval, the owner and/or operator of the landfill shall obtain and submit to the Department, an as-built certification by a New Jersey licensed professional engineer, certifying that the provisions of the Closure and Post-Closure Plan have been implemented as designed and approved, with exceptions noted. [N.J.A.C. 7:26- 2A.9 (d) 10]

Description of Noncompliance: The facility failed to obtain and submit as-built certification to the Department within 30 days as required by rules and condition.



**RESPONSE**

**The previous Borough Engineer, Christopher Statile has supplied this as-built certification to your office. This matter has been addressed.**

- **Requirement:** Pursuant to N.J.A.C. 7:26- 2A.9 (d) 8, the owner shall close and maintain the landfill in accordance with N.J.A.C. 7:26- 2A.9, the condition of this Approval, and the approved Closure and Post-Closure Care Plan as referenced herein. [N.J.A.C. 7:26- 2A.9 (d) 8]  
**Description of Noncompliance:** The facility failed to comply with conditions of this Approval. Specifically permit condition # 5, 6, 8, 11, 17, 18, 19, 22, 23 of approval issued on 1/27/2005.

**RESPONSE**

**The Borough has supplied the documents per the Closure and Post-Closure Approval Plan. This matter has been addressed.**

**The Borough is performing the necessary inspections, sampling, and monitoring at this time. This matter is ongoing.**

- **Requirement:** Pursuant to N.J.A.C. 7:26- 2A.9 (d) 9, a copy of the approved Closure and Post-Closure Care Plan shall be filed with the municipal clerk after closure is complete. [N.J.A.C. 7:26- 2A.9 (d)]  
**Description of Noncompliance:** Failure to ensure a copy of the approved Closure and Post-Closure Plan is kept on file at the sanitary landfill during the course of the sanitary landfill's operation and, after closure, shall be filed with the municipal clerk.

**RESPONSE**

**The previous Borough Engineer, Christopher Statile has supplied the Closure and Post-Closure Plan to your office. In addition, a copy of the Plan is available for review and inspection with the Borough. This matter has been addressed.**

- **Requirement:** Pursuant to N.J.A.C. 7:26- 2A.9 (d) 9, no work performed under this Approval shall be considered complete until such engineer's certification has been submitted to and accepted by the Division of Solid and Hazardous Waste. In the event that said certification is not received or is not accepted, the work shall be considered incomplete. [N.J.A.C. 7:26- 2A.9 (d) 9]  
**Description of Noncompliance:** The facility failed to provide copy of engineer's certification and the Department's acceptance letter stating that the work was completed as per approval.

**RESPONSE**

**The previous Borough Engineer, Christopher Statile has supplied this documentation to your office. This matter has been addressed.**

- **Requirement:** Pursuant to N.J.A.C. 7:26- 2A.9 (e) 2ii, the final cover shall completely isolate the landfilled solid waste from the surrounding environment and shall comply with the following standards: Final cover shall consist of a minimum of two feet of clean soil and six inches of topsoil stabilized with vegetation. The final cover shall be graded in accordance with the approved Closure Plan and shall be vegetated in accordance with the certified Soil Erosion and Sediment Control Plan. The existing athletic fields are to be maintained on the top portion of the landfill throughout the closure and post-closure period. There shall not be any future use of the landfill that may result in the alteration of the final cover, subsequent to closure activities, without review and approval by the Department. [N.J.A.C. 7:26- 2A.9 (e) 2ii]



Description of Noncompliance: Final cover was not inspectable on side slopes due to thick vegetation during inspection. In addition, inspection records of previous inspections were not available for review.

**RESPONSE**

As inspected and reviewed at the Tuesday, October 13, 2015 site inspection meeting, the Borough has addressed the thick vegetation on the slope. The vegetation maintenance will occur on an as required basis to ensure slope visibility. This matter is ongoing.

As determined during the same said inspection, slope erosion is occurring in a few locations. The Borough DPW has begun to address these locations through the installation of rip-rap. This rip-rap slope repair will continue. This matter is ongoing.

The Borough has secured and supplied all available quarterly inspection reports. As prepared in the future, the quarterly inspection reports will be continuously provided. This matter is ongoing.

- Requirement: Pursuant to N.J.A.C. 7:26- 2A.9 (e), the owner shall monitor and maintain the landfill in accordance with Post-Closure Care Plan through implementation of the following maintenance programs: (a) A program for the maintenance of final cover and final cover vegetation; (b) A program for the maintenance of side slopes; (c) A program for the maintenance of run-on and run-off control programs; (d) A program for the maintenance of groundwater monitoring wells; (e) A program for the maintenance of methane gas venting or evacuation system; (f) A program for the maintenance of the facility access control system; (g) A program for the maintenance of measures to conform the site to the surrounding areas. [N.J.A.C. 7:26- 2A.9 (e)]

Description of Noncompliance: The facility failed to provide copy of maintenance program in accordance with the post closure care plan, as well as inspection, maintenance records generated through implementation of such program as required by rules and permit.

**RESPONSE**

The previous Borough Engineer, Christopher Statile has supplied the post closure care plan. This item has been addressed.

The maintenance and inspection reports are being performed in accordance with the Landfill Closure Approval. As prepared in the future, reports will be continuously provided. This matter is ongoing.

- Requirement: Pursuant to N.J.A.C. 7:26- 2A.9 (e), the following information shall be collected every January, April, July and October, and results reported every February, May, August and November to the Bureau of Landfill and Recycling Management, Division of Solid and Hazardous Waste: Ground water monitoring results; methane monitoring results and facility inspection reports. [N.J.A.C. 7:26- 2A.9 (e)]

Description of Noncompliance: The facility failed to submit ground water and methane monitoring results as per required schedule.

**RESPONSE**

The Borough has secured and supplied all available quarterly methane monitoring and semi-annual groundwater sampling reports. As prepared in the future, reports will be continuously provided. This matter is ongoing.



- Requirement: Pursuant to N.J.A.C. 7:26- 2A.9 (e), periodic inspections of the facility, as presented in the Closure and Post-Closure Care Plan, shall be conducted on a quarterly basis. Reports of the inspections shall be submitted to the Division of Solid and Hazardous Waste, Bureau of Landfill and Recycling Management as a condition of this Approval. [N.J.A.C. 7:26- 2A.9 (e)]

Description of Noncompliance: The facility failed to perform Periodic inspections of engineering controls as per closure and post closure care plan on quarterly basis. The facility failed to provide periodic inspections records and reports during this inspection.

**RESPONSE**

**The Borough has secured and supplied all available quarterly inspection reports. As prepared in the future, the quarterly inspection reports will be continuously provided. This matter is ongoing.**

- Requirement: Pursuant to N.J.A.C. 7:26- 2A.9 (e), a ground water monitoring system shall be maintained and the ground water shall be monitored in conformance with the New Jersey Pollutant Discharge Elimination System Permit No. NJ0055760 issued pursuant to N.J.A.C. 7:14A-1 et seq. Monitoring results shall be reported to the Division of Solid and Hazardous Waste as per condition no. 23 of this Approval. [N.J.A.C. 7:26- 2A.9 (e)]

Description of Noncompliance: The facility failed to submit ground water monitoring results consistently as per permit condition #23 of approval.

**RESPONSE**

**The Borough has secured and supplied all available semi-annual groundwater sampling reports to the NJDEP. As prepared in the future, the semi-annual reports will be continuously provided. This matter is ongoing.**

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

Very truly yours,  
Neglia Engineering Associates

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

cc: Mayor & Council (via Regular Mail)  
Sue Witkowski, Borough Administrator / Clerk (via E-mail & Regular Mail)  
Dan O'Rourke, Interim DPW Superintendent (via E-mail & Regular Mail)  
Mark Madaio, Esq, Borough Attorney (via E-mail)  
Christopher Statile (via E-mail)  
John Shevlin, NJDEP (via Regular Mail & E-mail)  
Sanjay Shah, NJDEP (via Regular Mail & E-mail)

## Susan Witkowski

---

**From:** Nelson Fullam <nelful@yahoo.com>  
**Sent:** Friday, October 30, 2015 11:36 AM  
**To:** Susan Witkowski  
**Subject:** Zoning/Code Enforcement

Susan,

I wanted to meet with you last evening but missed. I will be in the office this afternoon , however I want you to know immediately that I do not care to continue with the subject position.

I will attempt to see you later.

Nelson

Sent from my iPhone

**BOROUGH OF HILLSDALE  
BERGEN COUNTY, NEW JERSEY  
ORDINANCE NO. 15-18  
(Adoption)**

---

**AN ORDINANCE AMENDING AND SUPPLEMENTING  
CHAPTER 363 OF THE REVISED GENERAL CODE OF  
BOROUGH OF HILLSDALE ENTITLED "TOBACCO  
SALES" TO INCLUDE ALL TYPES OF TOBACCO  
PRODUCTS**

WHEREAS, the General Code of the Borough of Hillsdale, Chapter 363 provides for Tobacco Sales; and

WHEREAS, said Code states tobacco/cigarettes shall not be sold to any person under the age of 19; and

WHEREAS, the Mayor and Council of the Borough of Hillsdale desire to amend the products to include tobacco in any form, including smokeless tobacco, cigarette paper, and electronic smoking devices.

**BE IT ORDAINED**, BY THE MAYOR AND COUNCIL OF THE BOROUGH OF HILLSDALE AS FOLLOWS:

Chapter 363-1 shall be amended to read as follows:

- A. It shall be unlawful to sell any cigarettes made of tobacco or of any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco, or any electronic smoking devices that can be used to deliver nicotine or other substances to the person inhaling from the device, including but not limited to, an electronic cigarette, cigar, cigarillo or pipe, or any cartridge or other component of the device or related product to a person under 21 years of age.
- B. Sign Requirements. The following six-inch by eight-inch sign shall be posted in a conspicuous place near each cash register in all retail establishments which sell tobacco products:  
"SALE OF TOBACCO PRODUCTS TO ANY PERSON UNDER THE AGE OF 21 IS PROHIBITED BY LAW. Legal proof of age must be shown. A person who sells or offers to sell a product to a person under 21 years of age may be prosecuted in accordance with state and local ordinances."

Chapter 363-2 shall be amended to read as follows:

It shall be unlawful for a tobacco/cigarette retailer to sell or permit to be sold cigarettes or other tobacco products to any individual without requesting and examining identification from the purchaser positively establishing the purchaser's age as 21 years or greater, unless the seller has some other conclusive basis for determining the buyer is over the age of 21 years.

All Ordinances of parts of Ordinances inconsistent herewith are hereby repealed as to such inconsistencies only.

In the event that any word, phrase, clause, section or provision of this Ordinance is found by any Court of competent jurisdiction to be unenforceable, illegal or unconstitutional, such word, phrase, clause or provision shall be severable from the balance of this Ordinance and the remainder of this Ordinance shall remain in full force and effect.

This Ordinance shall take effect upon passage and publication as provided by Law.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE  
BERGEN COUNTY, NEW JERSEY  
ORDINANCE NO. 15-19  
(Adoption)**

---

**AN ORDINANCE TO MANDATE DIRECT DEPOSIT FOR MUNICIPAL  
EMPLOYEES BY THE BOROUGH OF HILLSDALE  
PURSUANT TO C. 52:14-15f et. Seq.**

WHEREAS, P.L. 2013 c. 28, authorizes local governments to mandate direct deposit for certain governmental employees effective after July 1, 2014; and

WHEREAS, P.L. 2013 c. 28 permits governing bodies to grant exemptions on such terms and conditions as they deem necessary.

NOW THEREFORE, BE IT ORDAINED, by the Borough of Hillsdale, located in Bergen County, State of New Jersey according to the following:

Section 1. All full time employees and elected public officials who receive compensation from the Borough of Hillsdale are mandated to have direct deposit of their compensation as of January 1, 2016 in accordance with Chapter 28 P.L. 2013, as defined under C.52:14-15f (b).

Section 2. Seasonal and temporary employees who are employed by the Borough of Hillsdale are exempt from the direct deposit mandate.

Section 3. Municipal employees may request, in writing, an exemption from the direct deposit mandate to the Borough of Hillsdale's Administrator. Such requests will be presented to the Mayor & Council within 15 days of the next scheduled Council meeting. The Mayor & Council may grant such an exemption by resolution and only for good cause.

Section 4. If any Section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the Section, paragraph subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

Section 5. All ordinances or parts of ordinances inconsistent with or in conflict with the Ordinance are hereby repealed to the extent of such inconsistency.

Section 6. This Ordinance shall take effect twenty days after final publication according to law.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted November 10, 2015

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

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

**BOROUGH OF HILLSDALE  
ORDINANCE NO. 15-20  
(Introduction)**

---

**AN ORDINANCE TO PROVIDE FOR AND DETERMINE THE RATE,  
AMOUNT AND METHOD OF PAYMENT OF COMPENSATION TO  
PERSONS HOLDING CERTAIN OFFICE AND POSITIONS OF  
EMPLOYMENT IN THE BOROUGH OF HILLSDALE, COUNTY OF  
BERGEN, 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:

SECTION 1. The rate of compensation of persons holding any of the hereafter named offices and positions of employment, which compensation shall be on an annual basis unless otherwise specified, is hereby fixed and determined to be as set opposite the title of each of the hereinafter named offices and positions of employment. Whenever there shall be set forth a minimum and maximum rate of compensation the employee or officer shall be compensated at an annual rate within such range.

SECTION 2. Each employee set forth in this Section shall receive annual compensation as set forth below.

		<b>MINIMUM</b>	<b>MAXIMUM</b>
1	Mayor	8,800.00	9,180.00
2	Councilmembers	5,880.00	6,000.00
3	Police Chief	158,000.00	168,353.00
4	Police Captain	149,000.00	158,000.00
5	Police Lieutenant	138,000.00	158,000.00
6	Borough Administrator	29,400.00	31,000.00
7	Borough Clerk	68,400.00	74,000.00
8	Office Clerk- <i>per hour</i>	15	30
9	Executive Assistant- <i>per hour</i>	12	25
10	Chief Financial Officer	79,000.00	81,000.00
11	Qualified Purchasing Agent	980.00	2,500.00
12	Assistant Managers-Finance	55,869.00	60,000.00
13	Tax Collector	39,843.00	42,300.00
14	Tax Assessor	20,291.00	21,543.00
15	Assistant Managers-Finance	21,032.00	22,330.00
16	Superintendent of Public Works	70,000.00	72,000.00

17	Recycling Coordinator	980.00	4,000.00
18	Sewer Operator	3,528.00	3,672.00
19	Emergency Call Out- <i>per hour</i>	75	75
20	Fire Official	9,800.00	10,200.00
21	Municipal Judge	16,843.00	17,530.00
22	Court Administrator	47,178.00	50,100.00
23	Public Defender	4,058.00	4,223.00
24	Prosecutor	10,821.00	11,490.00
25	Welfare Director	14,039.00	14,905.00
26	Community Activities Director	12,750.00	13,536.00
27	Recreation Director	15,219.00	16,158.00
28	Construction Official	19,500.00	20,765.00
29	Building Sub-Code Official	19,500.00	20,765.00
30	Electrical Sub-Code Official	14,484.00	15,500.00
31	Zoning Official-P/T per hour	25	30
32	Code Official-P/T per hour	25	30
33	Fire Prevention Coordinator/Secretary P/T per hour	25	30
34	Fire Inspector- <i>per hour</i>	10	35
35	Board Secretary-Health/Recreation includes minutes- <i>per meeting</i>	19	50
36	Borough Temporary Worker	10	50
37	Borough Per-Diem Worker	10	50
38	DPW Seasonal Worker	10	45
39	DPW Per-Diem Worker	10	45

SECTION 3. If an employee performed a unique assignment of exceptional value to the Borough requiring significant time and effort in addition to his/her usual responsibilities, the Borough Council may grant a bonus not to exceed \$5,000 to this employee.

SECTION 4. The compensation fixed and determined by this Ordinance for the persons holding the respective offices and positions of employment herein named, shall, except as otherwise provided by statute, ordinance or resolution, be in lieu of all other fees, costs and charges received and collected by such offices and employees shall remit such funds promptly to the Borough Treasurer.

SECTION 5. All ordinances and resolutions inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistencies.

SECTION 6. This Ordinance shall take effect immediately after final passage (in accordance with state law), approval (in accordance with state law), and publication of notice thereof as required by law, and the provisions of this Ordinance shall be retroactive to January 1, 2015.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

---

Susan Witkowski  
Municipal Clerk

---

Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE  
RESOLUTION 15229**

---

**CANCEL RESERVES OF THE GENERAL CAPITAL FUND**

WHEREAS, certain General Capital Reserve Balances remain in the General Capital Fund; and

WHEREAS, it is necessary to formally cancel the following Capital Reserve Balances to Capital Surplus

<b>Reserve</b>	<b>Balance</b>
Acquisition of Fire Apparatus	\$ 112.00
Office of Emergency Management	1,707.33
Police Equipment	61.35
Fire Equipment	480.06
Legion Flag Monument	<u>5,600.00</u>
<b>TOTAL</b>	<b>\$ 7,960.74</b>

NOW THEREFORE BE IT RESOLVED by the Council of the Borough of Hillsdale, New Jersey that the Capital Reserves of the General Capital Fund in the amount of \$7,960.74 be canceled to Capital Surplus.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE  
RESOLUTION 15230**

**RESOLUTION PROVIDING FOR THE CANCELLATION 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 cancel the insertion of an item of revenue in the budget of the year 2015 in the sum of \$557.89.

SPECIAL ITEM OF REVENUE OFF-SET WITH APPROPRIATIONS  
Radon Awareness Program - \$557.89

Pursuant to the provisions of the statute; and

**SECTION 2**

BE IT FURTHER RESOLVED, the like sum of \$557.89 be and the same is hereby appropriated under the caption of:

PUBLIC AND PRIVATE PROGRAMS OFF-SET BY REVENUE  
Radon Awareness Program - \$557.89

**SECTION 3**

BE IT FURTHER RESOLVED, the above is the result of funds due to the Borough of Hillsdale, from the New Jersey Department of Environmental Protection, which were not available at the time of the adoption of the 2015 budget.

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

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE  
RESOLUTION 15231**

**REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR  
MEMORIAL DAY PARADE DONATIONS**

**WHEREAS**, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and

**WHEREAS**, N.J.S.A. 40A:5-29 provides for the receipt of donated funds by the municipality to provide for the operating costs to administer this act; and,

**WHEREAS**, N.J.S.A. 40A:4-39 provides the dedicated revenues anticipated from the Memorial Day Parade Trust are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Hillsdale, County of Bergen, New Jersey as follows:

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures under the provisions of N.J.S.A. 40A:5-29 for the exclusive purposes of depositing and expending funds donated by individuals to offset the costs of the Boroughs Memorial Day Parade through the Memorial Day Parade Donation Trust.
2. The Municipal Clerk is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE  
RESOLUTION 15232**

**RESOLUTION LISTING THE FORECLOSED PROPERTIES  
OWNED BY THE BOROUGH**

WHEREAS, the 2014 audit recommended that a detailed list of foreclosed properties be maintained and made available for audit, and

WHEREAS, the following is a detailed list of Borough owned foreclosed properties

BLOCK	LOT	DATE OF FORECLOSURE	AMOUNT
506	2	9/17/2009	\$ 23,300
1106	4.01	2/7/2005	\$ 233,900
1106	4.02	2/7/2005	\$ 145,400
1106	4.03	2/7/2005	\$ 138,200
1106	4.04	2/7/2005	\$ 291,800
1706	40	9/17/2009	\$ 22,100
1706	41	9/17/2008	\$ 15,400
1706	42	9/17/2008	\$ 10,400

NOW THEREFORE BE IT RESOLVED by the Council of the Borough of Hillsdale, New Jersey that a detailed list of foreclosed properties owned by the Borough is now being maintained.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE**  
**RESOLUTION 15233**

---

**REQUESTING PERMISSION FOR THE DEDICATION BY RIDER FOR  
D.A.R.E DONATIONS**

**WHEREAS**, permission is required of the Director of the Division of Local Government Services for approval as a dedication by rider of revenues received by a municipality when the revenue is not subject to reasonably accurate estimates in advance; and

**WHEREAS**, N.J.S.A. 40A:5-29 provides for the receipt of donated funds by the municipality to provide for the operating costs to administer this act; and,

**WHEREAS**, N.J.S.A. 40A:4-39 provides the dedicated revenues anticipated from the D.A.R.E. Donation Trust are hereby anticipated as revenue and are hereby appropriated for the purpose to which said revenue is dedicated by statute or other legal requirement;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Hillsdale, County of Bergen, New Jersey as follows:

1. The Governing Body does hereby request permission of the Director of the Division of Local Government Services to pay expenditures under the provisions of N.J.S.A. 40A:5-29 for the exclusive purposes of depositing and expending funds donated by individuals to offset the costs of the D.A.R.E Program through the D.A.R.E. Donation Trust.
2. The Municipal Clerk is hereby directed to forward two certified copies of this Resolution to the Director of the Division of Local Government Services.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE  
RESOLUTION 15234**

---

**AWARD OF CONTRACT  
YEAR 2015 ROAD PROGRAM**

BE IT RESOLVED, BY THE Mayor and Council of the Borough of Hillsdale, Bergen County, New Jersey upon the recommendation of Neglia Engineering Associates that the Contract for:

**YEAR 2015 ROAD PROGRAM**

Be awarded to D & L Paving Contractors, Inc., 681 Franklin Avenue, Nutley, New Jersey 07110, for the bid amount of Three Hundred Seven Thousand Eight Hundred Dollars and Sixty Nine Cents (\$307,802.69) (which represents Base Bid) being the lowest of four (4) bids submitted.

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

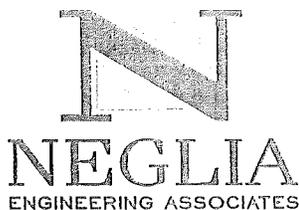
<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

Attest:

\_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

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



October 19, 2015

RECEIVED

Via E-mail & Hand Delivery

OCT 20 2015

Susan Witkowski, RMC  
Borough Clerk / Administrator  
Borough of Hillsdale  
380 Hillsdale Avenue  
Hillsdale, New Jersey 07642

Initial: 

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

Michael J. Neglia, PE, PP, PLS  
President

**Re: Recommendation Letter  
Year 2015 Road Program  
Borough of Hillsdale, Bergen County, New Jersey  
Neglia Project #: HIDLMUN15.010**

Gregory Polyniak, PE, PP

Michael F. Bertliner

Thomas R. Solfaro, PE, CME

Daniel Kaufman, PE, PP

Brian Intindola, PE

Dear Ms. Witkowski:

Please be advised that on Thursday, October 15, 2015, the Borough of Hillsdale accepted bids for the above referenced project. The lowest bid submitted of the four was from D&L Paving Contractors, Inc., 681 Franklin Avenue, Nutley, New Jersey 07710.

Civil Engineering

Municipal Engineering

Landscape Architecture

Traffic Engineering

Planning

Land Surveying

Construction Management

We recommend that this contract be awarded pending available funds and attorney review to D&L Paving Contractors, Inc., 681 Franklin Avenue, Nutley, New Jersey 07710. The bid submitted by D&L Paving Contractors, Inc. was in the amount of Three Hundred Seven Thousand Eight Hundred Two Dollars and Sixty-Nine Cents (\$307,802.69) for the Base Bid.

We have forwarded the four bid packages directly to the Borough Attorney for review. In addition, please find enclosed a copy of the Award of Contract Resolution, Executive Summary, and the Bid Tabulation Sheet for your review and use.

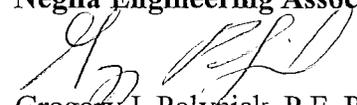
We trust you will find the above in order. Should you have any questions, please do not hesitate to contact the undersigned.

**Locations:**

■ 34 Park Avenue  
P.O. Box 426  
Lyndhurst, NJ 07071  
Tel: 201.939.8805  
Fax: 201.939.0846

■ 1119 Raritan Road  
Suite 2  
Clark, NJ 07066  
Tel: 732.943.7067  
Fax: 732.943.7249

Very truly yours,  
**Neglia Engineering Associates**

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

cc: Mayor and Council (Via E-mail & Hand Delivery)  
Mark D. Madaio, Esq. (Via E-mail & Hand Delivery)

M:\Hillsdale\HIDLMUN15.010 (Year 2015 Road Program) 083115\Correspondence\Hillsdale\Award ltr D&L Paving 101915.doc

[www.negliaengineering.com](http://www.negliaengineering.com)

**NEGLIA ENGINEERING ASSOCIATES**  
**BOROUGH OF HILLSDALE - YEAR 2015 ROAD PROGRAM**  
**NEA FILE #: HIDL MUNI 5.010**  
**OCTOBER 15, 2015 AT 2:00PM**

**EXECUTIVE SUMMARY**

<b>CONTRACTOR</b>	<b>BASE BID</b>	<b>TOTAL</b>	<b>BID ORDER</b>
<b>D &amp; L Paving Contractors, Inc.</b> 681 Franklin Ave Nutley, NJ 07110	\$307,802.69	\$307,802.69	1
<b>Smith Soudy Asphalt Construction Co.,</b> 150 Anderson Ave Wallington, NJ 07057	\$326,602.40	\$326,602.40	2
<b>AJM Contractors, Inc.,</b> 300 Kuller Road Clifton, NJ 07011	\$326,665.00	\$326,665.00	3
<b>Crossroads Pavement Maintenance, LLC</b> 81 Franklin Ave Nutley, NJ 07110	\$334,840.00	\$334,840.00	4

**NEGIA ENGINEERING ASSOCIATES**  
**BID TABULATION SHEET**

MUNICIPALITY Borough of Hillsdale  
**PROJECT:** Year 2015 Road Program - HIDL MUN15.010  
**BIDS RECEIVED** Thursday, October 15, 2015 at 2:00PM  
**SHEET:** 1 of 1

ITEM #	DESCRIPTION - BASE BID	UNIT	QTY	UNIT PRICE	TOTAL COST						
1	Mobilization/Demobilization	LS	1	\$ 3,000.00	\$ 3,000.00	\$ 2,200.00	\$ 2,200.00	\$ 3,000.00	\$ 3,000.00	\$ 35,000.00	\$ 35,000.00
2	Site Clearing	LS	1	\$ 18,500.00	\$ 18,500.00	\$ 21,000.00	\$ 21,000.00	\$ 15,000.00	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00
3	Maintenance and Protection of Traffic	LS	1	\$ 7,500.00	\$ 7,500.00	\$ 1,800.00	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00
4	Police Traffic Directors	ALLOW	1	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
5	Test Pits (Maximum Depth 6') (If & Where Directed)	EA	6	\$ 100.00	\$ 600.00	\$ 1,045.00	\$ 6,270.00	\$ 70.00	\$ 420.00	\$ 395.00	\$ 2,370.00
6	Inlet Filter Protection	EA	19	\$ 0.01	\$ 0.19	\$ 1.00	\$ 19.00	\$ 25.00	\$ 475.00	\$ 30.00	\$ 570.00
7	Milling, 2" Average Depth	SY	9125	\$ 4.70	\$ 42,887.50	\$ 4.27	\$ 38,963.75	\$ 3.80	\$ 34,675.00	\$ 4.00	\$ 36,500.00
8	Milling, 2" Average Depth (If & Where Directed)	SY	1700	\$ 4.70	\$ 7,990.00	\$ 4.27	\$ 7,259.00	\$ 3.75	\$ 6,375.00	\$ 4.00	\$ 6,800.00
9	Roadway Excavation, Unclassified (If & Where Directed)	CY	670	\$ 25.00	\$ 16,750.00	\$ 4.27	\$ 2,860.90	\$ 40.00	\$ 26,800.00	\$ 5.00	\$ 3,350.00
10	Dense Graded Aggregate, 6" thick (If & Where Directed)	SY	1925	\$ 5.00	\$ 9,625.00	\$ 2.30	\$ 4,427.50	\$ 8.00	\$ 15,400.00	\$ 2.00	\$ 3,850.00
11	HMA Base Course, HMA 19M64, 4" thick (If & Where Directed)	TONS	500	\$ 82.00	\$ 41,000.00	\$ 94.35	\$ 47,175.00	\$ 80.00	\$ 40,000.00	\$ 50.00	\$ 25,000.00
12	HMA Surface Course, HMA 9.5M64, 2" thick	TONS	1180	\$ 73.50	\$ 86,730.00	\$ 91.98	\$ 108,536.40	\$ 80.00	\$ 94,400.00	\$ 80.00	\$ 94,400.00
13	HMA Surface Course, HMA 9.5M64, 2" thick (If & Where Dir.)	TONS	220	\$ 60.00	\$ 13,200.00	\$ 91.98	\$ 20,235.60	\$ 85.00	\$ 18,700.00	\$ 70.00	\$ 15,400.00
14	Reinforced Concrete, 6" thick	SY	75	\$ 70.00	\$ 5,250.00	\$ 88.35	\$ 6,626.25	\$ 100.00	\$ 7,500.00	\$ 110.00	\$ 8,250.00
15	Detectable Warning Surface	SY	13	\$ 210.00	\$ 2,730.00	\$ 170.00	\$ 2,210.00	\$ 220.00	\$ 2,860.00	\$ 300.00	\$ 3,900.00
16	Concrete Sidewalk, 4" thick	SY	80	\$ 68.00	\$ 5,440.00	\$ 80.70	\$ 6,456.00	\$ 90.00	\$ 7,200.00	\$ 90.00	\$ 7,200.00
17	Concrete Curb	LF	190	\$ 35.00	\$ 6,650.00	\$ 51.35	\$ 9,756.50	\$ 40.00	\$ 7,600.00	\$ 50.00	\$ 9,500.00
18	Concrete Curb (If & Where Directed)	LF	100	\$ 30.00	\$ 3,000.00	\$ 51.35	\$ 5,135.00	\$ 40.00	\$ 4,000.00	\$ 50.00	\$ 5,000.00
19	Replace Curb Piece w/Type N Eco Curb Piece	EA	16	\$ 295.00	\$ 4,720.00	\$ 350.00	\$ 5,600.00	\$ 350.00	\$ 5,600.00	\$ 350.00	\$ 5,600.00
20	Replace Inlet Grate w/Bicycle Safe Grate	EA	17	\$ 285.00	\$ 4,845.00	\$ 250.00	\$ 4,250.00	\$ 350.00	\$ 5,950.00	\$ 300.00	\$ 5,100.00
21	Reconstruct Inlet Type B w/N-Eco & BS Grate (If & Where	EA	3	\$ 2,200.00	\$ 6,600.00	\$ 1,230.00	\$ 3,690.00	\$ 1,500.00	\$ 4,500.00	\$ 1,800.00	\$ 5,400.00
22	12" Single White Thermoplastic Striping (Stop Bar)	LF	115	\$ 8.00	\$ 920.00	\$ 11.20	\$ 1,288.00	\$ 12.00	\$ 1,380.00	\$ 11.00	\$ 1,265.00
23	6" Single White Thermoplastic Striping (Crosswalk)	LF	60	\$ 4.00	\$ 240.00	\$ 5.60	\$ 336.00	\$ 8.00	\$ 480.00	\$ 6.00	\$ 360.00
24	Topsoli, Fertilize, Seed & Mulch (If & Where Directed)	SY	225	\$ 5.00	\$ 1,125.00	\$ 6.70	\$ 1,507.50	\$ 6.00	\$ 1,350.00	\$ 9.00	\$ 2,025.00
25	Final Cleanup/Site Restoration	ALLOW	1	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00
26	Contract Allowance for Fuel Price Adjustment	ALLOW	1	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
27	Contract Allowance for Asphalt Price Adjustment	ALLOW	1	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>TOTAL AMOUNT OF BID:</b>					\$ 307,802.69		\$ 326,602.40		\$ 326,665.00		\$ 334,840.00

*D & L Paving Contractors*  
681 Franklin Ave  
Nedley, NJ 07110

*Smith Sondy Paving*  
150 Anderson Ave  
Wallington, NJ 07057

*ALM Contractors*  
300 Kuller Road  
Clifton, NJ 07011

*Crossroads Pavement*  
81 Franklin Ave  
Nedley, NJ 07110

## Susan Witkowski

---

**From:** Mark Madaio <mark.madaio@madaiolaw.com>  
**Sent:** Monday, October 19, 2015 9:09 PM  
**To:** Susan Witkowski  
**Subject:** 2015 Road Program - Bids

I have examined the presumptive Low Bid as analyzed by our engineers. I agree that the apparent Low Bidder is D&L Paving. I have examined the bid packages as follows:

Bid Bond and Performance Bond are issued by Bondex Insurance Company. Bondex is on the authorized list of companies, approved by the Department of Banking and Insurance, to transact business in New Jersey.

The Department of Labor and Workforce Development verifies that the Public Works Contractor Registration Act Certificate submitted by D & L is valid and in effect.

The Business Registration Certificate is valid and in effect.

Based on the foregoing, the borough may award the 2015 Road Program contract to D&L.

I remind everyone to comply with EEOC requirements.

Law Offices of Mark D. Madaio  
29 Legion Drive  
Bergenfield, New Jersey 07621  
201-385-3788  
201-385-3191 (fax)

**BOROUGH OF HILLSDALE**  
**RESOLUTION 15235**

---

**CANCEL RESERVES OF THE GENERAL CAPITAL FUND**

WHEREAS, a balance of \$5,199.16 remains outstanding in the Street Lighting Trust Reserve balance, and

WHEREAS, it is necessary to formally cancel the Street Lighting Trust balance to Current Fund Surplus

NOW THEREFORE BE IT RESOLVED by the Council of the Borough of Hillsdale, New Jersey that the Street Lighting Trust Reserve in the amount of \$5,199.16 be canceled to Current Fund Surplus.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE**  
**RESOLUTION 15236**

---

**TO URGE THE STATE LEGISLATURE AND THE GOVERNOR TO  
ENACT AND SIGN LEGISLATION THAT RAISES THE MINIMUM  
AGE FOR PURCHASING TOBACCO PRODUCTS  
FROM 19 YEARS TO 21 YEARS**

WHEREAS, the Mayor and Council of the Borough recognize that there are significant health benefits to be gained from restricting the sale of tobacco and other tobacco related products in the State of New Jersey; and

WHEREAS, the Borough of Hillsdale adopted Ordinance 15-18 that makes it unlawful to sell cigarettes and other tobacco related products to any person under the age of 21 in the Borough; and

WHEREAS, the Mayor and Council understand that the effectiveness of such ordinance is lessened by the ability of individuals age 19 and 20 to purchase such tobacco products in many surrounding towns that have not enacted such legislation; and

WHEREAS, such ordinance places local Hillsdale merchants at a comparative disadvantage in being able to attract 19 and 20 year old customers who may wish to buy non-tobacco related products; and

WHEREAS, the Mayor and Council believe that the health benefits intended to be achieved by Ordinance 15-18 can be greatly enhanced by other surrounding towns or the State of New Jersey itself enacting similar legislation; and

THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Hillsdale urge the New Jersey State Legislature and the Governor to enact and sign legislation that raises the legal sale age for tobacco and tobacco-related products from 19 years to 21 years.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE  
RESOLUTION 15237**

**RESOLUTION AUTHORIZING REDUCTION IN ASSESSMENT  
DUE TO COUNTY BOARD JUDGMENTS  
FOR VARIOUS BLOCKS AND LOTS**

WHEREAS, County Board Judgments have corrected the property land assessment for various blocks and lots resulting in a reduction in assessed value; and

WHEREAS, the reduction in assessment created a reduction in 4<sup>th</sup> quarter taxes; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council hereby authorize the Tax Collector to adjust the various blocks and lots on the 4<sup>th</sup> quarter taxes to reflect the judgment and adjust 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2016.

<u>BLOCK</u>	<u>LOT</u>	<u>ORIG ASSESS</u>	<u>JUDGMENT</u>	<u>DIFFERENCE</u>	<u>AMOUNT</u>	<u>AMT 2016</u>
601	45	518,100	475,000	43,100	1,132.67	566.34
701	7	548,800	540,000	8,800	231.26	115.63
1111	4	374,200	325,000	49,200	1,292.98	646.49
1116	7	487,800	463,000	24,800	651.74	325.87
1116	14	378,200	325,000	53,200	1,398.10	699.05
1205	2/C0017	212,000	195,000	17,000	446.76	223.38
1308	8	411,000	380,100	30,900	812.05	406.03
1315	5	405,300	390,000	15,300	402.08	201.04
1415	1	429,400	386,100	43,300	1,137.92	568.96
1505	4	522,500	490,000	32,500	854.10	427.05
1507	7	503,600	450,000	53,600	1,408.61	704.31
1704	20	419,100	387,300	31,800	835.70	417.85
1801	44	577,400	525,000	52,400	1,377.07	688.54
1807	3	422,300	380,000	42,300	1,111.64	555.82
1903	37	392,400	360,000	32,400	851.47	425.74
2101	13.01	2,012,800	950,000	62,800	1,650.38	825.19
2201	23	603,700	560,000	43,700	1,148.44	574.22
2201	25	518,100	468,000	50,100	1,316.63	658.32
2305	2	681,300	660,000	21,300	559.76	279.88

**TOTAL    \$18,619.36    \$9,309.68**

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE  
RESOLUTION 15238**

---

**TRANSFER OVERPAYMENT 2015 TAXES ON  
VARIOUS BLOCKS AND LOTS**

**WHEREAS**, the homeowner or mortgage company, paid 4th quarter taxes on various blocks and lots; resulting in an overpayment;

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor& Council authorize the Tax Collector to transfer the 4th quarter overpayment of taxes in the amount of \$621.26 to the 1<sup>st</sup> quarter of 2016.

<u>Block</u>	<u>Lot</u>	<u>Amount</u>	<u>Paid By</u>
719	4	\$38.45	Mortgage Company
1202	12	\$63.04	Mortgage Company
1403	20	\$57.09	Mortgage Company
1501	5	\$66.36	Homeowner
1515	1	\$65.42	Mortgage Company
1801	8	\$53.26	Mortgage Company
2004	2.01	\$277.64	Mortgage Company

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE  
RESOLUTION 15239**

**RESOLUTION FOR THE HILLSDALE POLICE DEPARTMENT TO ACQUIRE  
DEMILITARIZED EQUIPMENT UTILIZING THE 1033 PROGRAM**

WHEREAS, the minutes of the Borough of Hillsdale meeting of: \_\_\_\_\_, 2015 provided that:

WHEREAS, the Borough of Hillsdale Council requires that the designated Law Enforcement Support Office (LESO) Point of Contact for this venue submit a monthly report regarding acquired 1033 Program property to the Borough Administrator. In the event that any property has been obtained contrary to the intent of Senate Bill No. 2364-2(a), the State Coordinator shall be contacted and equipment shall be transferred or returned via the federal inventory database system (FEPMIS); and

WHEREAS, the Borough of Hillsdale council finds that Hillsdale Police Department may request and acquire and Demilitarization (DEMIL) A (non-controlled) property in the RTD system without restriction and additional resolution from the Council; and

WHEREAS, the Borough of Hillsdale Council finds that the Hillsdale Police Department may request and acquire certain DEMIL B thru H (controlled) property in the RTD system without restriction and additional resolution from the Council, except for armored tactical vehicles, marine vessels over twenty eight (28) feet, aircraft, weapons, or any other items determined by Council; and

WHEREAS, the Borough of Hillsdale Council shall have complete oversight of the Hillsdale Police Department participation in the Department of Defense-Defense Logistics Agency-Law Enforcement Support office/1033 Program and of any and all items obtained from the program; and

WHEREAS, THE Hillsdale Borough Council recognizes that the acquisition of 1033 Program property is time-sensitive as resources are allocated to all State based on time-stamp of requisition. In the event that a LESO Point of Contact requests an item in good faith and said item is determined to be contrary to the intent of the resolution, the LESO Point of contact may cancel the request prior to the acquisition of the property, without being in violation of S2364-2(a).

NOW, THEREFORE, BE IT RESOLVED, the Borough of Hillsdale Council hereby authorize the Hillsdale Police Department to apply and to participate in the Department of Defense-Defense Logistics Agency-Law Enforcement Support Office/1033 Program; and

BE IT FURTHER RESOLVED, that the Borough of Hillsdale Council shall be in accordance with all terms, conditions, and requirements set forth by the New Jersey Office of emergency Management-Law Enforcement Support Office State Plan of Operations and Memorandum of Agreement.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE**  
**RESOLUTION 15420**

---

**MAINTAINING 4.25 FEET OF FREEBOARD YEAR ROUND IN THE  
WOODCLIFF LAKE RESERVOIR BY UTILIZING A  
BASE LAKE ELEVATION OF 91.0 FEET**

**WHEREAS**, flooding of the various brooks, streams and tributaries within the Pascack Valley Drainage Basin has been, and continues to be, a serious threat to the life, safety, welfare, quality of life, property values, and water quality within the municipalities, collectively occupying the Pascack Valley Drainage Basin; and

**WHEREAS**, the residents of the Borough of Westwood have suffered devastating damage and significant loss of property due a repetitive history of costly and dangerous floods; and

**WHEREAS**, the long-term solution for minimizing the risk of flooding requires the commitment of Local, County, and State level government officials and agencies, corporate stakeholders, residents whose properties border streams and tributaries, and not-for-profit environmental advocacy organizations; and

**WHEREAS**, the Borough of Westwood believes that through cooperative flood control and waterway management activities on a regionalized basis, significant savings may be realized for the tax payers within and beyond the borders of the flood affected communities; and

**WHEREAS**, the Borough of Westwood has always considered the NJDEP to be instrumental partners in assisting our municipality in reaching our goals of maintaining the highest standards in environmental health, safety, and sustainability; and

**WHEREAS**, the Borough of Westwood has been committed to protecting the environmental integrity and health of our water resources through such actions as the purchase of properties in flood prone neighborhoods for their return to natural watershed buffer and open space, encouraging property developments to include rain gardens and storm water retention basins, the stabilization of stream banks, and the replacement of antiquated sewer lines in environmentally sensitive areas and throughout the municipality; and

**WHEREAS**, the Borough of Westwood recognizes that United Water has endeavored to maintain a productive relationship with the residents and with the municipalities that constitute the ratepayers in the Pascack Valley; and

**WHEREAS**, the Borough of Westwood has supported and endorsed United Water's efforts to stabilize the Woodcliff Lake Dam; and

**WHEREAS**, the Borough of Westwood clearly recognizes the concerns for water allocation and distribution during periods of potential drought; and

**WHEREAS**, the Woodcliff Lake Dam Rehabilitation Improvements are expected to be completed by December, 2015, resulting in the Woodcliff Lake Reservoir water level being filled to a maximum elevation of 95.25 feet, greatly increasing the risk of flooding downstream neighborhoods; and

**WHEREAS**, the Woodcliff Lake Reservoir is configured in a manner which has the potential for substantial mitigation of flood damage through the maintenance of a detention capability by keeping the base elevation at 91 feet; and

**WHEREAS**, the Borough of Westwood believes it should be mandated that the 91 foot base elevation be utilized year round , thus leaving 4.25 feet of freeboard to provide potential mitigation of storm damage; and

**WHEREAS**, the Borough of Westwood believes that an appropriate balance of the Public Interest mandates memorializing policy to adequately protect the health, safety, and property of the residents in flood prone neighborhoods; and

**WHEREAS**, the Borough of Westwood commissioned an engineering review of the operations for the Woodcliff Lake Reservoir Dam and the results of this study recommend that the bascule gates at the dam be operated to maintain a 91 foot base water elevation in the Woodcliff Lake Reservoir twelve (12) months of the year in order to buffer the effects of, and reduce the susceptibility of flooding caused by frequent and intense precipitation events while maintaining sufficient water inventory; and

**NOW, THEREFORE, BE IT RESOLVED** that the Borough of Westwood hereby urges our County officials to support the Boroughs interest in requesting the legislature to enact, and the Governor to endorse the normal operational water level of the Woodcliff Lake Reservoir to be maintained at 91 feet elevation twelve months a year; and shall transmit a duly authenticated copy of this resolution to Governor Christie, Senate President Sweeney, Assembly Speaker Vincent Prieto, Senator Bob Smith, Chairman of the State Environmental & Energy Committee, Assemblywoman Grace L. Spencer, Chairman of the Assembly Environmental & Solid Waste Committee, all members of the NJ Senate and Assembly representing Bergen County, Department of Environmental Protection Commissioner Bob Martin, Bergen County Executive James Tedesco, the Bergen County Board of Chosen Freeholders, and all municipalities within the Pascack Valley region.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE**  
**RESOLUTION 15241**

---

**RESOLUTION AUTHORIZING MAYOR AND BOROUGH CLERK TO EXECUTE A  
MEMORANDUM OF AGREEMENT AND SUBSEQUENT COLLECTIVE BARGAINING  
AGREEMENT ON BEHALF OF THE BOROUGH OF HILLSDALE WITH  
HILLSDALE CROSSING GUARDS ASSOCIATION**

**WHEREAS**, the Borough and Hillsdale Crossing Guard Association have engaged in negotiation for a new collective bargaining agreement; and,

**WHEREAS**, the parties have reached a Memorandum of Agreement for a new collective bargaining agreement, which representatives of Hillsdale Crossing Guard Association have already executed.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Hillsdale, County of Bergen, State of New Jersey that the Mayor and Borough Clerk are hereby authorized to execute the Memorandum of Agreement between the Borough of Hillsdale and Hillsdale Crossing Guard Association, as well as the subsequent collective bargaining agreement between the Borough and Hillsdale Crossing Guard Association.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE BOROUGH OF HILLSDALE (“BOROUGH”) AND THE HILLSDALE  
CROSSING GUARDS ASSOCIATION (“ASSOCIATION”)**

It is hereby agreed by and between the Negotiations Committee of the Borough and Negotiations Committee of the Association as follows:

1. Term and renewal (Article XII) – January 1, 2015 through and including December 31, 2018.
2. Wages (Article VII) – A per annum hourly wage rate increase of 2% during each year of the contract.
3. Uniform Allowance (Article VIII) – During the term of the Agreement, the annual clothing allowance shall be \$200 during 2015; \$210 during 2016; \$220 during 2017 and \$225 during 2018.
4. Except as provided for herein, all other terms of the prior Agreement shall be continued.

ATTEST:

HILLSDALE CROSSING  
GUARDS ASSOCIATION

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

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

GAIL M. WEIGEL

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

BOROUGH OF HILLSDALE

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

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

SUSAN WITKOWSKI

MAX ARNOWITZ, MAYOR

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**BOROUGH OF HILLSDALE  
RESOLUTION 15242**

**AUTHORIZING THE EXTENSION OF CONTRACT FOR IT SERVICES**

**WHEREAS**, on December 10, 2014 the Borough of Hillsdale received bids for IT Services; and,

**WHEREAS**, (1) sealed bids were received from the following vendor:

*Authorinet Consulting, LLC* – File Server Management - \$700.00 per month/\$8,400.00 per year; Managed Care Services - \$40.00 per month per workstation (33 workstations total) for \$1,320.00 per month/\$15,840.00 per year; Hosted Office 365 E2 (Government) plan - \$7.00 per month per user/\$84.00 per year per user; Datto cloud back up per month for 500 GB - \$169.00 per month/\$2,028.00 per year; Work Station Replacement, migration-upgrade - \$150.00 per work station; Number of on-site visits and/or hours included per month – unlimited; Hourly labor rate for any additional services not included in the managed services above- \$100.00 per hour.

**WHEREAS**, the Borough Council is satisfied with the proposal submitted by Authorinet Consulting, LLC as being responsible proposals and being in conformance with the requirements promulgated pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and which satisfies the best interests of the Borough; and,

**WHEREAS**, the Chief Financial Officer of the Borough of Hillsdale has certified that sufficient funds are available for this purpose.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Hillsdale, County of Bergen, State of New Jersey that it hereby awards and authorizes the extension of the contract for IT Services to Authorinet Consulting, LLC at the rates as set forth above and in accordance with its bid proposal submission until November 20, 2016 as per submitted proposal: and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute the contract for IT Services for the rates as set forth above and in accordance with the bid specifications and proposal submitted; and,

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

Attest: \_\_\_\_\_

Susan Witkowski  
Municipal Clerk

Max Arnowitz  
Mayor

**BOROUGH OF HILLSDALE  
RESOLUTION 15243**

---

**RESOLUTION AUTHORIZING THE PURCHASE OF A 2016 FORD F-350  
TRUCK FROM THE STATE OF NEW JERSEY COOPERATIVE PURCHASING  
PROGRAM N.J.S.A. 40A:11-12a**

WHEREAS, the Borough of Hillsdale, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program and other approved Cooperative Purchasing Programs for any State or Cooperative Purchasing contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury and/or by the approve the Cooperative Purchasing Program; and

WHEREAS, the Borough of Hillsdale is a member of the State of New Jersey Cooperative Purchasing Program; and

WHEREAS, the Borough purchased a 2016 FORD F-350 Pickup Truck for the Public Works Department through the State Cooperative Purchasing Program in 2015 on contract #88758; and

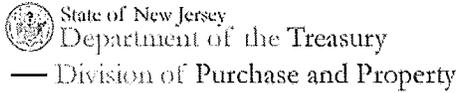
NOW, THEREFORE, BE IT RESOLVED, that the Borough of Hillsdale authorizes the Purchase of a 2016 FORD F-350 Extended Cab 4WD pickup truck from Winner Ford, Cheery Hill, NJ, \$33,199.00 in accordance with the State of New Jersey Cooperative Purchasing Program, Contract #88758.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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



**Notice of Award  
Term Contract(s)**

**T-2101  
VEHICLES, TRUCKS, CLASS 3, PICKUP/  
UTILITY/DUMP, WITH SNOW PLOW OPTION**

Vendor Information
By Vendor
By Item
RFP Documents
Email to KRISTI THOMAS

**Downloadable NOA Documents**  
(Please utilize scroll bar on right side of box if necessary to view all documents)

[Download All Documents](#)

- [Section 1 - 2016 Ford F-350 Regular Cab XL DRW 8' Box 2W Adobe PDF \(738 kb\)](#)
- [Section 2 - 2016 Ford F-350 Regular Cab XL 8' Box DRW 4W Adobe PDF \(173 kb\)](#)
- [Section 3 - 2016 Ford F-350 Regular Cab Chassis XL DRW 141WB 2WD Adobe PDF \(602 kb\)](#)
- [Section 4 - 2016 Chevrolet Silverado 3500 Regular Cab Chassis WT DRW 137 5 WB 4WD Adobe PDF \(623 kb\)](#)
- [Section 5 - 2016 Ford F-350 Supercab XL DRW 8' Box 2WD Adobe PDF \(173 kb\)](#)
- [Section 6 - 2016 Ford F-350 Supercab XL DRW 8' Box 4WD Adobe PDF \(611 kb\)](#)
- [Section 7 - 2016 Ford F-350 Supercab Chassis XL DRW 162W 2WD Adobe PDF \(724 kb\)](#)
- [Section 8 - 2016 Ford F-350 Supercab Chassis XL DRW 162W 4WD Adobe PDF \(604 kb\)](#)
- [State Contract Manager Adobe PDF \(82 kb\)](#)
- [Master Notification Link](#)
- [Amendment #1 - Product Substitution Adobe PDF \(256 kb\)](#)

The **Download All Documents** hyperlink will place compressed files on your computer. Files may be unzipped and viewed using WinZip. The evaluation version is available for free. [Click here](#) to learn more about WinZip or to download the latest version from the WinZip web site.

Forms in this section are stored in Adobe Acrobat (PDF) format. PDF formatted documents appear the same as the original printed forms. To view and print these forms, you must have a PDF viewer which is available free from Adobe. [Click here](#) to learn more about Adobe Acrobat or to download the latest version of the Adobe Acrobat viewer from the Adobe Web site.

**NOAs By Number**

**NOAs By Title**

**Search NOAs**

<b>Index #:</b>	T-2101
<b>Contract #:</b>	VARIOUS
<b>Contract Period:</b>	FROM: 03/19/15 TO: 03/18/16
<b>Applicable To:</b>	ALL STATE AGENCIES
<b>Cooperative Purchasing:</b>	POLITICAL SUBDIVISIONS*
<b>Vendor Name &amp; Address:</b>	SEE VENDOR INFORMATION SECTION
<b>For Procurement Bureau Use:</b>	
<b>Solicitation #:</b>	23640
<b>Bid Open Date:</b>	12/30/14

<b>CID #:</b>	1042329
<b>Commodity Code:</b>	072-03
<b>Set-Aside:</b>	NONE

<b>CONDITIONS AND METHODS OF OPERATION</b>	
Multi-Source Contracts: State Agencies and Cooperative Purchasing partners should review each vendor's product/service and prices carefully and place orders in accordance with the terms and conditions of the contract. Note that	
A. Delivery: All prices F.O.B: Destination	
B. Method of Operation - State Agencies Only:	
<b>Issue an agency purchase order to the appropriate contract vendor(s).</b>	

<b>*IMPORTANT: POLITICAL SUBDIVISION &amp; OTHER COOPERATIVE PURCHASING PARTICIPANTS</b>	
In accordance with N.J.S.A. 40A:11-11(5), N.J.S.A. 52:25-16.1 et seq. and N.J.A.C. 5:34-1.7, all Cooperative Purchasing Program participants are responsible for ensuring that the Purchase Order issued reflects the correct contract item pricing and that payment is processed accordingly. Note that only these items/services specified in the applicable State contract(s) may be purchased from the contract vendor(s) of record. Cooperative Purchasing participants assume full responsibility for all purchase transactions issued through State contracts, including Purchase Orders, delivery compliance, and payments.	
Questions, problems or complaints related to Cooperative Purchasing contact:	
Cooperative Purchasing Coordinator PO Box 230 Trenton, NJ 08625 (609) 984-7047	

<b>In the event of an emergency, contact the following in the order listed:</b>		
KRISTI THOMAS	PROCUREMENT SPECIALIST	609-984-1327
KRISTI THOMAS	PROCUREMENT SPECIALIST SUPERVISOR	609-984-1327
ROBERT SHARBAUGH	ASSISTANT DIRECTOR	609-777-0206
	<b>PUB DATE:</b>	<b>09/02/15</b>

<b>VENDOR INFORMATION</b>	
<b>Vendor Name &amp; Address:</b>	CHAS S WINNER INC DBA WINNER FORD 250 BERLIN ROAD CHERRY HILL, NJ 08034
<b>Contact Person:</b>	RICHARD COYLE
<b>Contact Phone:</b>	856-427-2796
<b>Order Fax:</b>	856-428-4718
<b>Contract#:</b>	88758
<b>Expiration Date:</b>	03/18/16
<b>Terms:</b>	NONE
<b>Delivery:</b>	120 DAYS ARO
<b>Small Business Enterprise:</b>	NO
<b>Minority Business Enterprise:</b>	NO
<b>Women Business Enterprise:</b>	NO
<b>Cooperative Purchasing *:</b>	YES
<b>* WILL VENDOR EXTEND CONTRACT PRICES TO COOPERATIVE PURCHASING PARTICIPANTS?</b>	
<b>Vendor Name &amp; Address:</b>	HERTRICH FLEET SERVICES 1427 BAY ROAD MILFORD, DE 19963
<b>Contact Person:</b>	MICHAEL WRIGHT
<b>Contact Phone:</b>	800-698-9825
<b>Order Fax:</b>	302-839-0555
<b>Contract#:</b>	88759
<b>Expiration Date:</b>	03/18/16
<b>Terms:</b>	NONE
<b>Delivery:</b>	120 DAYS ARO



*(856) 428-4000 Phone*

*(856) 428-4718 Fax*

*leianno@gmail.com*

**2016 FORD F350 Extended Cab 4WD PICKUP TRUCKS  
STATE OF NEW JERSEY/CONTRACT A88758, T2101**

**Standard equipment per specifications**

6.2L V8 gas flex fuel engine 316 HP, 397 ft-lb torque with 6 speed automatic transmission Tilt and telescoping steering wheel, intelligent oil life monitor  
AM/FM stereo radio with 2 speakers and clock, dual air bags  
Airbags, frontal driver & passenger, side impact and side air curtains  
Safety canopy, trailer sway control, Advance Trac w/roll stability control  
4 wheel power ABS brakes, front and rear disc, power steering  
Mono-beam front axle with coil springs, 35 gallon fuel tank (8 foot bed)  
Manual floor mounted transfer case with manual locking hubs (4x4)  
155-amp HD alternator (gas), 650 CCA battery (gas)  
LT245/75Rx17E BSW all season tires, includes spare  
17" argent painted steel wheels with center hub, tire pressure monitor system  
Painted front and rear bumpers, rear bumper is step type (pickup bed application only)  
Black painted grille, solar tinted glass, air conditioning  
Manual telescoping trailer tow mirrors with manual glass  
Halogen headlamps, 2 front frame mounted tow hooks  
Full width vinyl 40/20/40 bench seat with manual recline adjustment  
Door trim-armrest/grab handle & reflector, black vinyl floor covering  
11.5" day/night rearview mirror, SecuriLock anti-theft ignition  
Tachometer, speedometer, oil pressure, transmission temp, engine temp, and fuel gauge  
Black cluster w/black gauges w/white graphics and one button message center with odometer, trip odometer, distance to empty, average fuel economy and engine hour meter  
Interval windshield wipers, power point, standard XL trim  
3 year or 36,000 mile basic, 5 yr or 60,000 mile Powertrain Warranty

**Extended cab 4 wheel drive Ford Single**

**\$26,069.00**

Available 8' bed

Crew Cab

**4,495.00**

<b>473</b>	Snow Plow Package	<b>85.00</b>
<b>96V</b>	XL Value Package	<b>595.00</b>
<b>90L</b>	Power Equip Group on XL	<b>895.00</b>
<b>91M</b>	SYNC (req. 62D)	<b>640.00</b>
<b>62D</b>	Steering Audio Wheel Controls	<b>70.00</b>
<b>85L</b>	Drop-in Bedliner	<b>350.00</b>

**Total Price \$ 33,199.00**

Exterior Color G1 Shadow Black, Interior color Steel Vinyl

Hillsdale DPW

10/30/15

**BOROUGH OF HILLSDALE  
RESOLUTION 15244**

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**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
SUPPLEMENTAL SNOW PLOWING**

**WHEREAS**, on October 16, 2015 the Borough of Hillsdale received bids for Supplemental Snow Plowing Services; and,

**WHEREAS**, (1) sealed bids were received w from the following vendors:

*Downes Tree Service Co., Inc.* – Base Bid - \$140.00 per hour/per plow-truck; Alternate Bid #1- \$180.00 per hour/per plow-truck for additional trucks in excess of trucks proposed under Base Bid; and,

**WHEREAS**, the Borough Council is satisfied with the proposals submitted by Downes Tree Service Co., Inc. as being responsible proposals and being in conformance with the requirements promulgated pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and which satisfies the best interests of the Borough; and,

**WHEREAS**, the Chief Financial Officer of the Borough of Hillsdale has certified that sufficient funds are available for this purpose.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Hillsdale, County of Bergen, State of New Jersey that it hereby awards and authorizes the contracts for Supplemental Snow Plowing Services to Downes Tree Service Co., 65 Royal Avenue, Hawthorne, NJ 07506 at the rates as set forth above; and,

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute the contracts for supplemental snow plowing services for the rates as set forth above and in accordance with the bid specifications and proposals submitted; and,

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

Attest: \_\_\_\_\_

Susan Witkowski  
Municipal Clerk

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

**BOROUGH OF HILLSDALE  
RESOLUTION 15245**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
SUPPLEMENTAL SIDEWALK SNOW REMOVAL SERVICES**

**WHEREAS**, on October 16, 2015 the Borough of Hillsdale received bids for Supplemental Sidewalk Snow Removal Services; and,

**WHEREAS**, (1) sealed bids were received w from the following vendors:

*Downes Tree Service Co., Inc.* – Base Bid - \$140.00 per hour/per plow-truck; Alternate Bid #1- \$180.00 per hour/per plow-truck for additional trucks in excess of trucks proposed under Base Bid; and,

**WHEREAS**, the Borough Council is satisfied with the proposals submitted by Downes Tree Service Co., Inc. as being responsible proposals and being in conformance with the requirements promulgated pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and which satisfies the best interests of the Borough; and,

**WHEREAS**, the Chief Financial Officer of the Borough of Hillsdale has certified that sufficient funds are available for this purpose.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Hillsdale, County of Bergen, State of New Jersey that it hereby awards and authorizes the contracts for Supplemental Sidewalk Snow Removal Services to Downes Tree Service Co., 65 Royal Avenue, Hawthorne, NJ 07506 at the rates as set forth above; and,

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized and directed to execute the contracts for Supplemental Sidewalk Snow Removal Services for the rates as set forth above and in accordance with the bid specifications and proposals submitted; and,

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

Attest:

\_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

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

**BOROUGH OF HILLSDALE**  
**RESOLUTION 15246**

---

**PAYMENT OF BILLS**

**BE IT RESOLVED**, by the Borough Council of the Borough of Hillsdale that the following bills in the sum of \$4,584,694.53 as authorized by the Department Head and approved by a Council member liaison, be paid; and that the Mayor, Clerk and Chief Financial Officer be and they are hereby authorized and directed to issue warrants in payment of same.

<b>Council member</b>	<b>Motion</b>	<b>Second</b>	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
STONYBROOK STONYBROOK OPERATING Continued					
5364	11/03/15	BER01 BERGEN MUNICIPAL EMP BNFT FUND	53.00		7673
5365	11/03/15	PSE03 PSE&G (STONYBROOK)	352.19		7674
5366	11/10/15	AME24 AMERICAN PAPER & SUPPLY CO	366.00		7680
5367	11/10/15	AUTH03 AUTHORINET CONSULTING, LLC	442.28		7680
5368	11/10/15	BOR06 BOROUGH OF HILLSDALE	51,971.00		7680
5369	11/10/15	BOR18 BOROUGH OF HILLSDALE AGENCY	954.25		7680
5370	11/10/15	EXC03 EXCELLENT BUILDING SERV - STNY	675.00		7680
5371	11/10/15	KEN01 KEN'S DELI, INC.	49.05		7680
5372	11/10/15	LEH01 LEHMANN POOLS, INC	37,899.75		7680
5373	11/10/15	LER01 LERCH,VINCI & HIGGINS, LLP	5,000.00		7680
5374	11/10/15	MAD05 MADAIO, MARK D, ESQ	28.50		7680
5375	11/10/15	MON07 MONMOUTH TELECOM, INC.	86.52		7680
5376	11/10/15	PAT04 PAT SCANLAN LANDSCAPING, INC	1,106.25		7680
5377	11/10/15	PRA03 PRAXAIR DISTRIBUTION, INC	670.48		7680
5378	11/10/15	SPO05 SPORTS EXPERT INC	28.70		7680
5379	11/10/15	VER02 VERIZON WIRELESS (CELL PHONE)	49.19		7680
5380	11/10/15	CON26 CONSTELLATION NEWENERGY, INC	210.28		7685

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	22	0	106,319.76	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	22	0	106,319.76	0.00

STONYBROOK MANU STONYBROOK MANUAL CHECKING					
176	10/22/15	STO03 STONYBROOK PAYROLL	2,019.79		7653
177	11/02/15	STO03 STONYBROOK PAYROLL	2,040.41		7665

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	4,060.20	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	4,060.20	0.00

TRUST MANUAL TRUST MANUAL CHECKING					
177	10/22/15	POL05 POLICE-OT TRUST PAYROLL	13,514.69		7655
178	11/02/15	POL05 POLICE-OT TRUST PAYROLL	2,962.99		7668

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	16,477.68	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	16,477.68	0.00

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	201	4	4,584,694.53	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	201	4	4,584,694.53	0.00

Range of Checking Accts: First to Last      Range of Check Dates: 10/14/15 to 11/10/15  
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
2583	10/21/15	17VIS VISION SERVICE PLAN	33.36		7651
1125	10/23/15	17PBA BOROUGH OF HILLSDALE PBA	1,080.00		7656
1126	10/23/15	17TEA TEAMSTERS LOCAL 945	261.00		7656
1127	10/23/15	17UPS UNITED PUBLIC SER EMP UNION	270.40		7656
1128	10/23/15	17AFL AFLAC	468.44		7656
1129	10/23/15	17VIS VISION SERVICE PLAN	341.19		7656
2584	10/23/15	17HUP HUGHES, PATRICIA	300.00		7657

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	7	0	2,754.39	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	7	0	2,754.39	0.00

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
1412	11/10/15	SNJ01 SNJ-DEPT OF HEALTH	4.20		7675
1413	11/10/15	TYC02 TYCO ANIMAL CONTROL	1,220.00		7675

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	1,224.20	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	1,224.20	0.00

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
1870	11/10/15	FIR01 FIRE & SAFETY SERVICES, LTD.	508.20		7676
1871	11/10/15	JHM01 JHM COMMUNICATIONS, INC	8,750.43		7676
1872	11/10/15	MOT05 MOTOROLA SOLUTIONS INC	24,991.45		7676
1873	11/10/15	NEG01 NEGLIA ENGINEERING ASSOCIATES	9,500.00		7676
1874	11/10/15	QUA06 QUALITY ELECTRICAL CONST CO	31,814.00		7676
1875	11/10/15	STO02 STONE INDUSTRIES INC	150.30		7676
1876	11/10/15	THY02 THYSSENKRUPP ELEVATOR CORP	17,371.00		7676
1877	11/10/15	NEG01 NEGLIA ENGINEERING ASSOCIATES	2,107.50		7684

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	8	0	95,192.88	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	8	0	95,192.88	0.00

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
1007	11/10/15	GIT01 GITTLEMAN, MUHLSTOCK &	630.00		7678
1008	11/10/15	MAD05 MADAI0, MARK D, ESQ	1,615.00		7678
1009	11/10/15	MAS10 MASER CONSULTING PA CORP	5,066.25		7678

Checking Account Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	3	0	7,311.25	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	3	0	7,311.25	0.00

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
25485	10/14/15	BER15 BERGEN CTY MUN CLERKS ASSOC	60.00		7644

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
CURRENT	CURRENT	Continued		
25486	10/15/15	BER01 BERGEN MUNICIPAL EMP BNFT FUND	5,242.00	7646
25487	10/15/15	PSE01 PSE&G (REGULAR)	24,231.75	7648
25488	10/16/15	RIC09 RICOH USA INC	105.00	7650
25489	10/27/15	UNU01 UNUM LIFE INS CO OF AMERICA	88.20	7660
25490	10/29/15	BER01 BERGEN MUNICIPAL EMP BNFT FUND	5,686.00	7664
25491	11/02/15	HIL02 HILLSDALE BOARD OF EDUCATION	1,682,426.00	7669
25492	11/03/15	UNI02 UNITED WATER NEW JERSEY (REG)	4,512.29	7670
25493	11/03/15	BER01 BERGEN MUNICIPAL EMP BNFT FUND	5,549.00	7672
25494	11/10/15	ACC01 ACCURATE SECURITY CO., INC.	106.50	7681
25495	11/10/15	ADA06 ADAMS, NORA C	435.00	7681
25496	11/10/15	AGL01 AGL WELDING SUPPLY CO., INC.	50.32	7681
25497	11/10/15	ALE01 ALERT ALL CORP.	2,665.30	7681
25498	11/10/15	AME06 AMERICAN WEAR CORP	239.40	7681
25499	11/10/15	ANC01 ANCHOR RUBBER STAMP	44.75	7681
25500	11/10/15	APP01 APPROVED SURGICAL SUPPLIES INC	225.00	7681
25501	11/10/15	ATL06 ATLANTIC TACTICAL OF NJ, INC	759.73	7681
25502	11/10/15	AUTH03 AUTHORINET CONSULTING, LLC	2,218.37	7681
25503	11/10/15	BAS04 BASSETT FLOWERS & GIFTS INC.	60.04	7681
25504	11/10/15	BCB01 BCB JANITORIAL SUPPLY CORP.	599.08	7681
25505	11/10/15	BER11 BERGEN COUNTY UTILITIES	20,529.05	7681
25506	11/10/15	BER66 ERIC M BERNSTEIN & ASSOC LLC	2,547.83	7681
25507	11/10/15	BER71 BERRY MOTORS LLC	251.00	7681
25508	11/10/15	BOR05 BOROUGH OF WESTWOOD	7,351.82	7681
25509	11/10/15	BOR18 BOROUGH OF HILLSDALE AGENCY	49,195.19	7681
25510	11/10/15	CEN04 CENTRAL POLY-BAG CORP	496.00	7681
25511	11/10/15	CHI02 CHICKEN DELIGHT, INC	119.80	7681
25512	11/10/15	CHU02 CHURCH OF ST. JOHN THE BAPTIST	100.00	7681
25513	11/10/15	COM21 COMPUTER SQUARE, INC	4,000.00	7681
25514	11/10/15	COP01 COPS	99.00	7681
25515	11/10/15	COU04 COUNTY OPEN SPACE TRUST FUND	1,078,368.00	7681
25516	11/10/15	DEE04 DEER PARK DIRECT INC.	127.47	7681
25517	11/10/15	DEP01 NJ DEPT OF CORRECTIONS/DEPTCOR	828.25	7681
25518	11/10/15	DIR02 DIRECT ENERGY BUSINESS	39.68	7681
25519	11/10/15	DURFD DURIE, JASON	200.00	7681
25520	11/10/15	ELE03 ELEVATOR MAINTENANCE CORP.	140.00	7681
25521	11/10/15	ENV01 ENVIRO WASTE OIL RECOVERY, LLC	125.93	7681
25522	11/10/15	ERE01 EREVIVAL LLC	1,100.00	7681
25523	11/10/15	EXC01 EXCEL DISTRIBUTORS	640.76	7681
25524	11/10/15	EXC02 EXCELLENT BUILDING SERV CORP	1,966.00	7681
25525	11/10/15	FEN01 FENKART, DOUGLAS R, MD	300.00	7681
25526	11/10/15	FRO01 FROLICH, DIANE	110.00	7681
25527	11/10/15	FUT02 FUTURE SANITATION	30,992.91	7681
25528	11/10/15	GAL01 GALLS/QUARTERMASTER	35.33	7681
25529	11/10/15	GAR01 GARBARINI & CO. P.C. (CORP)	3,290.00	7681
25530	11/10/15	GIT01 GITTLEMAN, MUHLSTOCK &	7,275.00	7681
25531	11/10/15	GOL03 GOLDEN DYNASTY INC	500.00	7681
25532	11/10/15	GRO06 GROFF TRACTOR NEW JERSEY LLC	354.15	7681
25533	11/10/15	HIG01 HIGHWAY TRAFFIC SUPPLY INC.	1,160.40	7681
25534	11/10/15	HIL09 HILLSDALE PUBLIC LIBRARY	19,649.25	7681
25535	11/10/15	HOM03 HOME DEPOT CREDIT SERV CORP	29.88	7681
25536	11/10/15	HOR01 HORIZON ENTERTAINMENT &	275.00	7681
25537	11/10/15	IMP02 IMPERIAL BAG & PAPER CO LLC	636.50	7681

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CURRENT	CURRENT	Continued			
25538	11/10/15	INS01 INSERRA SUPERMARKETS	142.07		7681
25539	11/10/15	INT13 INTO THE SMOKE	175.00		7681
25540	11/10/15	JEFFD JEFFERY, TRACY	200.00		7681
25541	11/10/15	KAY01 KAY PRINTING & ENV CO., INC	124.00		7681
25542	11/10/15	KELFD KELLEY, THOMAS	200.00		7681
25543	11/10/15	KEN01 KEN'S DELI, INC.	153.25		7681
25544	11/10/15	KRE01 KRELL LIGHTING CORP	1,805.50		7681
25545	11/10/15	LAC01 LACEY, JENNIFER	235.00		7681
25546	11/10/15	LER01 LERCH,VINCI & HIGGINS, LLP	15,569.00		7681
25547	11/10/15	MAD05 MADAIO, MARK D, ESQ	2,576.19		7681
25548	11/10/15	MAR01 MARSALA HARDWARE, INC.	316.26		7681
25549	11/10/15	MEY04 MEYER, LEONA	152.93		7681
25550	11/10/15	MON07 MONMOUTH TELECOM,INC.	1,435.87		7681
25551	11/10/15	MOR12 MORRISON MAHONEY LLP (APPEALS)	0.00	11/10/15 VOID	0
25552	11/10/15	MOR12 MORRISON MAHONEY LLP (APPEALS)	3,531.58		7681
25553	11/10/15	NAT07 NATURES CHOICE CORP.	491.55		7681
25554	11/10/15	NEG01 NEGLIA ENGINEERING ASSOCIATES	3,156.28		7681
25555	11/10/15	NJ15 TREASURER STATE OF NJ - DCA	4,778.00		7681
25556	11/10/15	NOR25 NORTH JERSEY MEDIA (51003327)	19.50		7681
25557	11/10/15	OFF01 OFFICE BUSINESS SYSTEMS INC	3,706.40		7681
25558	11/10/15	ORI01 ORIENTAL TRADING CO., INC.	395.76		7681
25559	11/10/15	PA01 P&A AUTO PARTS CORP	0.00	11/10/15 VOID	0
25560	11/10/15	PA01 P&A AUTO PARTS CORP	492.67		7681
25561	11/10/15	PAR17 PARTNER ENG & SCIENCE, INC	3,350.00		7681
25562	11/10/15	PAS01 PASCACK PHARMACY INC.	453.00		7681
25563	11/10/15	PAS07 PASCACK VALLEY REGIONAL HIGH	880,297.98		7681
25564	11/10/15	PAT04 PAT SCANLAN LANDSCAPING, INC	5,273.13		7681
25565	11/10/15	PET09 PETTY CASH-SUSAN WITKOWSKI	187.48		7681
25566	11/10/15	PG01 P & G AUTO, INC.	562.24		7681
25567	11/10/15	PHI02 PHILLIPS PREISS GRYGIEL LLC	1,631.25		7681
25568	11/10/15	POS01 POSTOLAKIS, MR. & MRS.	310.30		7681
25569	11/10/15	POS02 POSITIVE PROMOTIONS, INC	1,168.98		7681
25570	11/10/15	RAC01 RACHLES/MICHELE'S OIL CO.	375.19		7681
25571	11/10/15	RAY05 RAYELCO GENERATOR CO.	165.00		7681
25572	11/10/15	REG03 REGIONAL COMMUNICATIONS, INC	75.00		7681
25573	11/10/15	RET03 RE-TRON TECHNOLOGIES INC	379.08		7681
25574	11/10/15	RIC01 RICCIARDI BROTHERS INC	1,170.75		7681
25575	11/10/15	RIC09 RICOH USA INC	303.65		7681
25576	11/10/15	RIV02 RIVER VALE TOWNSHIP OF	192.15		7681
25577	11/10/15	ROC08 ROCKTEL COMMUNICATIONS, INC.	240.00		7681
25578	11/10/15	ROT01 ROTAR, ELIZABETH	314.70		7681
25579	11/10/15	RUG01 RUGGED OUTFITTERS CORP	197.96		7681
25580	11/10/15	RUT12 RUTGERS UNIVERSITY	3,325.00		7681
25581	11/10/15	SAF07 SAFRAN USA, INC	1,448.55		7681
25582	11/10/15	SCH05 SCHWAB, INC.	348.95		7681
25583	11/10/15	SNA01 SNAP ON TOOLS	88.70		7681
25584	11/10/15	SPE05 SPECTROTEL, INC.	439.56		7681
25585	11/10/15	STA05 STATE LINE FIRE & SAFETY INC	116.45		7681
25586	11/10/15	STA14 STAPLES BUSINESS ADVANTAGE	225.99		7681
25587	11/10/15	STA30 STAPLES (CREDIT SERVICES)	17.99		7681
25588	11/10/15	STA31 STATILE, CHRISTOPHER P.A. (REG)	2,793.89		7681
25589	11/10/15	STO02 STONE INDUSTRIES INC	1,011.75		7681

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CURRENT	CURRENT	Continued			
25590	11/10/15	SWI02 SWIFTREACH NETWORKS INC	300.04		7681
25591	11/10/15	TIR04 TIRE MANAGEMENT, LLC	62.50		7681
25592	11/10/15	TJP01 AATJ TERMITE&PEST CONTROL INC	125.00		7681
25593	11/10/15	TON01 TONI EMBROIDERY	102.00		7681
25594	11/10/15	TOT05 TOTAL TEE'S & SIGNS	120.00		7681
25595	11/10/15	TRU01 TRUGREEN CHEMLAWN, INC.	1,606.00		7681
25596	11/10/15	UNI02 UNITED WATER NEW JERSEY (REG)	15,677.88		7681
25597	11/10/15	VAL16 VALLEY MEDICAL GRP INC	115.50		7681
25598	11/10/15	VER VERIZON WIRELESS (LAPTOPS)	252.10		7681
25599	11/10/15	VER02 VERIZON WIRELESS (CELL PHONE)	398.26		7681
25600	11/10/15	VER03 VERIZON	293.03		7681
25601	11/10/15	WAN03 WANG, LIAN	250.00		7681
25602	11/10/15	WBM01 WB MASON CO., INC.	0.00	11/10/15 VOID	0
25603	11/10/15	WBM01 WB MASON CO., INC.	1,824.28		7681
25604	11/10/15	WES08 WESTERN PEST SERVICES INC	118.50		7681
25605	11/10/15	WIS02 WISS & BOUREGY, P.C.	3,538.75		7681
25606	11/10/15	WON01 WONDER WORKS AMERICA, INC.	552.00		7681
25607	11/10/15	BOR18 BOROUGH OF HILLSDALE AGENCY	67,312.75		7682
25608	11/10/15	DEP01 NJ DEPT OF CORRECTIONS/DEPTCOR	644.00		7682
25609	11/10/15	NEG01 NEGLIA ENGINEERING ASSOCIATES	910.00		7683
25610	11/10/15	RUG01 RUGGED OUTFITTERS CORP	398.47		7686

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	123	3	4,008,860.47	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	123	3	4,008,860.47	0.00

CURRENT MANUAL	CURRENT MANUAL	CHECKING			
182	10/22/15	MUN05	MUNICIPAL PAYROLL ACCOUNT	168,323.90	7652
183	11/02/15	MUN05	MUNICIPAL PAYROLL ACCOUNT	158,231.33	7666

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	2	0	326,555.23	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	326,555.23	0.00

ESCROW	ESCROW				
3004	10/28/15	ALI02	ALIKO, NEZIR	454.52	7662
3005	11/10/15	AMA03	A. MACCHIONE BROTHERS	100.00	7677
3006	11/10/15	BOR10	BOROUGH OF HILLSDALE ESCROW	350.00	7677
3007	11/10/15	BTO	B.T. SPECIALTIES	108.00	7677
3008	11/10/15	GIT01	GITTLEMAN, MUHLSTOCK &	885.00	7677
3009	11/10/15	INS01	INSERRA SUPERMARKETS	131.82	7677
3010	11/10/15	NEG02	NEGLIA ENGINEERING (ESCROW)	0.00	11/10/15 VOID 0
3011	11/10/15	NEG02	NEGLIA ENGINEERING (ESCROW)	3,206.15	7677
3012	11/10/15	PIZ02	PIZZELLA, FRANK	1,052.77	7677
3013	11/10/15	POA01	POAC AUTISM SERVICES	350.00	7677
3014	11/10/15	STA10	STATILE, CHRISTOPHER, PA. (OTHER)	1,065.00	7677

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num	
<p>ESCROW                      ESCROW                      Continued</p>						
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks:	10	1	7,703.26	0.00
		Direct Deposit:	0	0	0.00	0.00
		Total:	10	1	7,703.26	0.00
<p>PUBLIC ASSIST2      PUBLIC ASSISTANCE</p>						
2390	11/01/15	SON02	875.00			7661
2391	11/01/15	BER63	850.00			7661
2392	11/01/15	PAR15	1,150.00			7661
2393	11/01/15	PRA02	210.00			7661
2394	11/01/15	KER03	231.00			7661
2395	11/01/15	CAR34	210.00			7661
2396	11/01/15	CAM14	147.00			7661
2397	11/01/15	SHE11	231.00			7661
2398	11/01/15	MAR30	224.00			7661
2399	11/01/15	ZHU01	210.00			7661
2400	11/01/15	ALI01	210.00			7661
2401	11/01/15	CHA17	210.00			7661
2402	11/01/15	SIC02	210.00			7661
2403	11/01/15	MAI06	294.00			7661
2404	11/01/15	GU002	210.00			7661
2405	11/01/15	REI13	210.00			7661
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks:	16	0	5,682.00	0.00
		Direct Deposit:	0	0	0.00	0.00
		Total:	16	0	5,682.00	0.00
<p>RECREATION                      RECREATION TRUST</p>						
3481	10/27/15	BAL01      BALDWIN, KELLIE	400.00			7658
3482	11/10/15	MRJ01      MR. JOHN INC.	354.44			7679
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks:	2	0	754.44	0.00
		Direct Deposit:	0	0	0.00	0.00
		Total:	2	0	754.44	0.00
<p>RECREATION MAN      RECREATION TRUST MANUAL</p>						
143	10/22/15	REC03      RECREATION PAYROLL	889.23			7654
144	11/02/15	REC03      RECREATION PAYROLL	909.54			7667
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks:	2	0	1,798.77	0.00
		Direct Deposit:	0	0	0.00	0.00
		Total:	2	0	1,798.77	0.00
<p>STONYBROOK                      STONYBROOK OPERATING</p>						
5359	10/15/15	BER01      BERGEN MUNICIPAL EMP BNFT FUND	52.00			7647
5360	10/15/15	PSE03      PSE&G (STONYBROOK)	6,108.44			7649
5361	10/27/15	UNU01      UNUM LIFE INS CO OF AMERICA	4.20			7659
5362	10/29/15	BER01      BERGEN MUNICIPAL EMP BNFT FUND	52.00			7663
5363	11/03/15	UNI03      UNITED WATER NEW JERSEY (STBK)	160.68			7671

**BOROUGH OF HILLSDALE  
RESOLUTION 15247**

**AUTHORIZING TRANSFER OF 2015 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 preceding 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 2015 Budget Appropriations:

<b>OPERATIONS "WITHIN CAP"</b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
5-01-22-195-020    Uniform Construction Code O/E	12,800	
5-05-55-502-520    Stonybrook O/E	6,000	
5-05-55-502-501    Stonybrook S/W		6,000
5-01-23-210-000    General Liability Premiums		<u>12,800</u>
<b>TOTAL</b>	18,800	18,800

<b>OPERATIONS "OUTSIDE THE CAP"</b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
5-05-55-512-000    Stonybrook Capital Outlay	5,000	
5-05-55-520-000    Stonybrook Bond Payments		<u>5,000</u>
<b>TOTAL</b>	5,000	5,000

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

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

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

**BOROUGH OF HILLSDALE  
RESOLUTION 15248**

**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-*DPW/UPSEU/PBA/Crossing Guards*
- (5) Matters relating to the purchase, lease or acquisition of real property or the investment of public funds.
- (6) Matters relating to public safety and property.
- (7) Matters relating to litigation, negotiations and the attorney-client privilege
- (8) Matters relating to the employment relationship
- (9) Matters relating to the potential imposition of a penalty.

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

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: November 10, 2015

Attest:

\_\_\_\_\_  
Susan Witkowski  
Municipal Clerk

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