

PUBLIC MEETING – Wednesday, May 14, 2014 at 8:00 p.m.

There will be a Public Meeting of the Mayor and Council of the Borough of Glen Rock on Wednesday, May 14, 2014, at 8:00 p.m. in the Council Chambers of the Municipal Building.

Agenda: (May be subject to change)

1. CALL TO ORDER /ROLL CALL

This meeting is called pursuant to the provisions of the Open Public Meeting Law. This Meeting was included in a list of meeting notices sent to the Bergen Record and advertised in said newspaper in January, posted on the bulletin board in the Municipal Building, and has remained continuously posted as the required notices under the Statue. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk.

In accordance with the New Jersey State Fire & Safety Code I call your attention to the lighted exit signs. In the event the alarm sounds, move in an orderly manner toward the exit nearest you and leave the building.

**Council Member O’Hagan – present
Council Member Orseck – present
Council Member Biggs – present**

**Council Member Pazan – present
Council Member Surrago – present
Council Member Nogara - present**

2. FLAG SALUTE/ANNOUNCEMENTS

Council member Nogara led the audience and Council in the flag salute.

3. HEARING ON MUNICIPAL BUDGET

BUDGET HEARING

**Motion to Open Hearing on 2014 Budget by Council Member Surrago
Seconded by Council Member Nogara**

Doris Ciaramella, 15 Austin Place – Mrs. Ciaramella asked if money could be put aside for the future purchase of a new senior citizen transportation bus. Mayor van Keuren replied there is not any money allocated for a new shuttle bus however it will be considered for next year. Council member Surrago noted that a fire truck or DPW truck is significantly more expensive than a shuttle bus. Council member O’Hagan commented that some of the equipment being used by the Fire Department is in excess of 25 years old.

Mary Henninger, 108 Thornbury Avenue – Mrs. Henninger commented on changes that have occurred over the years since its inception. Mrs. Henninger commented that in the past we had a back-up bus as well as a reciprocal driver arrangement with the Board of Education. Mrs. Henninger added the number of riders have increased exponentially, with the population split equally between Glen Courts and private homes. Mrs. Henninger stated we currently have only one driver and no back-up bus. Mrs. Henninger noted for years the Council has said no money would be allocated for turf fields, yet now the Council has reconsidered. Mrs. Henninger expressed concern

that the senior bus may be phased out. Mayor van Keuren reassured Mrs. Henninger the Council is committed to a senior bus.

A motion to close the budget hearing was made by Council member Surrago, seconded by Council member Nogara. The voice vote was as follows:

ROLL CALL:

Council Member O’Hagan – yes
 Council Member Orseck – yes
 Council Member Biggs – yes

Council Member Pazan - yes
 Council Member Surrago - yes
 Council Member Nogara – yes

Resolution No. 127-14
Offered by Council Member Pazan
Seconded by Council Member Orseck

WHEREAS, the local municipal budget for the year 2014 was approved on the 16th of April, 2014; and

WHEREAS, the public hearing on said budget has been held as advertised; and

WHEREAS, it is desired to amend said approved budget;

NOW, THEREFORE BE IT RESOLVED by the council of the Borough of Glen Rock of the County of Bergen that the following amendments to the approved budget of 2014 be made:

Anticipated Revenues	From	To
3. Miscellaneous Revenues-Section	-0-	\$ 100,000
Total Section G	\$ 64,128	\$ 164,128
5. Subtotal General Revenues	\$ 3,850,235	\$ 3,950,235
7. Total General Revenues	\$17,797,634	\$17,897,634
General Appropriations:		
Municipal Clerk		
Other Expenses	\$ 159,905	\$ 134,905
Streets and Road Maintenance		
Salaries & Wages	\$ 1,292,768	\$ 1,267,768
Total Operations {Item 8(A)} within “CAPS”	\$11,830,548	\$11,780,548
Total Operations Including Contingent within “CAPS”	\$11,834,548	\$11,784,548

Detail:

Salaries & Wages	\$ 6,611,103	\$ 6,586,103
Other Expense Including Contingent	\$ 5,223,445	\$ 5,198,445
(H-1) Total General Appropriations for Municipal Purposes within "CAPS"	\$13,143,953	\$13,093,953
(C) Capital Improvements-Excluded From Caps		
Capital Improvement Fund	\$ 100,000	\$ 250,000
Total Capital Improvement Fund – Excluded from "CAPS"	\$ 100,000	\$ 250,000
(H-2) Total General Appropriations for Municipal Purposes Excluded from "CAPS"	\$ 3,715,294	\$ 3,865,294
(O) Total General Appropriations Excluded from "CAPS"	\$3,715,294	\$ 3,865,294
(L) Subtotal General Appropriations (H-1 and O)	\$16,859,247	\$16,959,247
TOTAL GENERAL APPROPRIATIONS	\$17,797,634	\$17,897,634

BE IT FURTHER RESOLVED, that two certified copies of this resolution be filed forthwith in the office of the Director of Local Government Services for his certification of the 2014 local municipal budget so amended.

BE IT FURTHER RESOLVED, that this complete amendment in accordance with the provisions of NJS 40A:4-9, be published in The Record newspaper in the issue of May 18, 2014, and that said publication contain notice of public hearing on said amendment to be held at the Municipal Building on May 28, 2014, at 8:00 pm or as soon thereafter.

ROLL CALL:

Council Member O'Hagan – yes	Council Member Pazan - yes
Council Member Orseck – yes	Council Member Surrago – yes
Council Member Biggs – yes	Council Member Nogara - yes

4. CONSENT AGENDA

All items listed are considered to be routine and non-controversial by the Borough Council and will be approved by one motion. There will be no separate discussion on these items unless a Council member(s) so request it, in which case the item(s) will be removed from the Consent Agenda and considered in its normal sequence on the agenda. The one motion signifies adoption of all resolutions, received and filed letters, correspondence, reports and approval of applications and minutes.

Correspondence:

Resolutions:

1. Resolution for Approval of Minutes (4/16/14)

Resolution No. 128-14

Offered by Council Member Biggs

Seconded by Council Member O'Hagan

BE IT RESOLVED, that the Minutes of:

Public Meeting – April 16, 2014

Be accepted as submitted.

ROLL CALL:

Council Member O'Hagan – yes

Council Member Orseck – yes

Council Member Biggs – yes

Council Member Pazan - yes

Council Member Surrago - yes

Council Member Nogara – yes

2. Resolution to Refund COAH Fees

Resolution No.129-14

Offered by Council Member Biggs

Seconded by Council Member O'Hagan

**RESOLUTION AUTHORIZING REFUND OF COALITION OF AFFORDABLE HOUSING
OVERPAYMENT**

WHEREAS, the Certified Tax Assessor, William Yince has determined that an over payment of a COAH payment had been made by Mr. Dan Park, 200 Cornwall Road, Glen Rock, NJ 07452 in regards to Block 215, Lot 4, in the amount of \$1,533.87; and

NOW THEREFORE BE IT RESOLVED, The CFO is authorized to issue a check for \$1,533.87 to Mr. Dan Park, 200 Cornwall Road, Glen Rock, NJ 07452 from the Developer's Fees Trust Account.

ROLL CALL:

Council Member O'Hagan – yes

Council Member Orseck – yes

Council Member Biggs – yes

Council Member Pazan - yes

Council Member Surrago – yes

Council Member Nogara – yes

3. Resolution for Shared Service Agreement with Ridgewood (Child Health Clinic Dr. Kim)

Resolution No. 130-14

Offered by Council Member Biggs

Seconded by Council Member O'Hagan

**RESOLUTION FOR SHARE SERVICE AGREEMENT WITH THE VILLAGE OF
RIDGEWOOD FOR CHILD HEALTH CLINIC**

WHEREAS, N.J.S.A. 40-8A-5 authorizes a municipality to contract with any public or private entity to provide for any service which the municipality itself could provide directly; and

WHEREAS, N.J.S.A. 40:8A-1 et seq., the Shared Service Act, provides a mechanism of making such contracts between local units; and

WHEREAS, the governing bodies of Glen Rock and Ridgewood have by resolution authorized the execution of a shared service agreement pursuant to the Shared Services Act N.J.S.A. 40:8a-1 et seq., hereinafter referred to as the statute; and

WHEREAS, the purpose of this Shared Service Agreement is contained in the enabling resolution which is hereby incorporated herein by reference.

NOW, THEREFORE, it is mutually agreed as follows:

- 1. The Village of Ridgewood shall provide to qualified Borough children up to 18 years of age, 2014 medical check-ups and child immunization shots through its research medical representative, Dr. Urian Kim or Dr. Wayne Narucki, for ten clinics to be held at the Good Shepherd Church, 233 S. Highwood Ave., Glen Rock, New Jersey and Glen Rock agrees to pay Ridgewood \$67.50 per hour, which is one-half the physician's hourly rate of \$140.00 not to exceed an annual total of \$1750.00. The Village of Ridgewood medical representatives, Dr. Urian Kim and Dr. Wayne Narucki shall indemnify and hold the Borough, and its Board of Health, harmless from any claims arising out of the services to be rendered herein in accordance with the indemnification provisions set forth in the contract between the Village of Ridgewood and Dr. Urian Kim and Dr. Wayne Narucki, a copy of which is annexed hereto. The indemnification shall not cover any acts of negligence by the Borough.**
- 2. The terms of this contract shall be for one year, from January 1, 2014 to December 31, 2014.**

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first above written.

ROLL CALL:

**Council Member O'Hagan – yes
Council Member Orseck - yes
Council Member Biggs – yes**

**Council Member Pazan - yes
Council Member Surrago – yes
Council Member Nogara – yes**

- 4. Resolution Cancelling Resolution 124-14**

Resolution No. 131-14

Offered by Council Member Biggs

Seconded by Council Member O'Hagan

**A RESOLUTION TO CANCEL RESOLUTION 124-14 FOR THE AWARD OF
THE CLEANING CONTRACT SERVICES**

WHEREAS, the Borough of Glen Rock authorized the advertising for the solicitation of bids for the cleaning of various owned municipal facilities on two separate dates; and

WHEREAS, the contract for cleaning services originally was awarded to Nova Services Group, LLC as per Resolution No. 124-14, dated on April 30, 2014, and Nova Services Group, LLC rejected the award; and

WHEREAS, Robert Garibaldi, the Borough Attorney, has notified Nova Services Group, LLC in writing via Certified Mail and RRR that the Borough will proceed with the second lowest responsive and responsible bidder, and that the Borough will hold Nova Services Group, LLC responsible for costs and expenses in excess of their bid of \$10,100.00; and

NOW, THEREFORE, BE IT RESOLVED, that the cancellation of Resolution 124-14 awarding the cleaning services to Nova Services Group, Inc. be approved by the Borough of Glen Rock.

ROLL CALL:

Council Member O’Hagan – yes

Council Member Pazan - yes

Council Member Orseck - yes

Council Member Surrago – yes

Council Member Biggs – yes

Council Member Nogara – yes

5. Resolution Awarding Cleaning Contract (Aslan)

Resolution No. 132-14

Offered by Council Member

Seconded by Council Member

**A RESOLUTION AWARDING THE CLEANING CONTRACT TO ASLAN &
COMPANY INC. FOR VARIOUS LOCATIONS IN THE BOROUGH OF GLEN
ROCK**

WHEREAS, the Borough of Glen Rock authorized the advertising for the solicitation of bids for the cleaning of various owned municipal facilities on two separate dates; and

WHEREAS, the contract for cleaning services originally was awarded to Nova Services Group, LLC as per Resolution No. 124-14, dated on April 30, 2014, and Nova Services Group, LLC rejected the award; and

WHEREAS, Robert Garibaldi, the Borough Attorney, recommended that the Qualified Purchasing Agent review the submitted proposal and award in accordance with N.J.S.A. 40A:11-3; and

WHEREAS, Kelly A. Lombardi, Qualified Purchasing Agent has recommended that the cleaning contract be awarded to the second lowest responsive and responsible proposal to Aslan &

Company Inc. for 12 months with the option to renew for an additional 12 months for a total of 24 consecutive months as per the following schedule with the daily/weekly/monthly cleaning detail as per attached payment schedule:

Main Building/Municipal Pool:	\$7,075.00
Alternate #1-Main Building/Municipal Pool:	900.00
Alternate #2 – Glen Rock Bus Shelters:	1,080.00
Alternate #3 – Wilde Memorial Park:	<u>1,485.00</u>
Total Award:	\$10,540.00

WHEREAS, the Chief Financial Officer has provided the Governing Body with Certification of the availability of funds requirements.

NOW, THEREFORE, BE IT RESOLVED, that the submission of the proposal from Aslan & Company Inc. in the amount of \$10,540.00 for the Cleaning Contract be accepted by the Borough of Glen Rock, subject to the execution of a form of contract to be approved by the Borough Attorney.

ROLL CALL:

Council Member O’Hagan – yes	Council Member Pazan - yes
Council Member Orseck - yes	Council Member Surrago – yes
Council Member Biggs – yes	Council Member Nogara – yes

6. Resolution to Amend Employee’s Handbook

Resolution No. 133-14
Offered by Council Member Biggs
Seconded by Council Member O’Hagan

WHEREAS, the Mayor and Council have determined that there is a need to amend the existing Personnel Policies and Procedures Manual/Handbook.

NOW, THEREBY, BE IT RESOLVED by the Mayor and Council that the Personnel Policies and Procedures Manual/Handbook, is hereby amended as follows:

1. Chapter II entitled “Employment” is hereby amended as to the following sections:
 - I. Section 8 entitled “Workers Compensation Policy” is hereby deleted in its entirety and replaced with the following:

“Section 8. Workers Compensation Policy.
Employees who suffer job related injuries and illnesses may be entitled to medical, lost income and other compensation under the New Jersey Workers Compensation Act. Any occupational injury or illness must be immediately reported to the supervisor or Department Head. All required medical treatment must be performed by a Workers Compensation Physician appointed

by the Borough of Glen Rock and payment for unauthorized medical treatment may not be covered pursuant to the Act.

Unless explicitly provided for in a bargaining agreement, the (local unit type) will only pay, either directly or through its Workers' Compensation insurer, those benefits that are specifically provided for under the Workers' Compensation Act and will not supplement these benefits with additional benefits pursuant to N.J.S.A. 11A:6-8."

2. Chapter III entitled "Benefits" is hereby amended as to the following sections:

I. Section 1 entitled "Holidays" is hereby amended by deleting the list of Holidays to be replaced with the following:

"Employees of the Borough of Glen Rock are entitled to paid holidays, not to exceed twelve (12) days. Holidays when the Municipal Building is closed are the following:

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day"

3. Chapter IV entitled "Leaves of Absence" is hereby amended as to the following sections:

I. Section 2 entitled "Family and Medical Leave Act Policy" is hereby deleted in its entirety and replaced with the following:

"2. Family and Medical Leave Act Policy

Employees may be eligible for an unpaid family and medical leave under the federal Family and Medical Leave Act ("FMLA"). Employees also may be eligible for family and/or medical leave pursuant to the New Jersey Family Leave Act ("FLA"). In order to be eligible for such leave, employees must have: one (1) year of service with Borough; and, at least 1,000 hours of work

(for New Jersey leave) and 1,250 hours of work (for Federal leave) during the previous twelve (12) months and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of the worksite (for Federal leave). Eligible employees may receive up to twelve (12) weeks of leave per year (FMLA) or twelve (12) weeks every twenty-four (24) months (FLA).

During the leave period, the employee's health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. The employee will not continue to accrue vacation, sick or personal days for the period of the leave. The employee will receive seniority credit for the time that the employee has been on leave under this section. At the conclusion of the leave period, an eligible employee is entitled to reinstatement to the position the employee previously held or to an equivalent one with the same terms and benefits that existed prior to the exercise of leave. After exhausting accrued time, the employee will no longer be paid for the remainder of the leave.

Upon written notice, eligible employees are entitled to a family or medical leave for up to twelve weeks to care for a newly born or adopted child or a seriously ill immediate family member including civil union, partner, or for the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position. Eligible employees who take leave under this policy must use all accrued available vacation and personal days during the leave. The use of accrued time will not extend the leave period.

The period of leave must be supported by a physician's certificate. An extension past prior to the expiration of the leave. The Borough reserves the right to deny any request for extended leave. Additional information concerning the Family Leave Policy and twelve weeks can be requested, but medical verification of the need must be submitted eligibility requirements are available from the Borough Administrator.

Commencing July 1, 2009, Family Temporary Disability ("FTD") payments for up to six weeks in a twelve (12) month period will become available for eligible employees who are caring for a seriously ill immediate family member who is incapable of self-care or care of a newborn or adopted child. To be eligible, the employees must have worked at least 20 weeks at minimum wages within the last 52 weeks or earned 1,000 times the minimum wage. The weekly benefit is 2/3 of weekly compensation up to a maximum of \$524 per week (this amount is subject to change). FTD will run concurrently with FMLA and/or FLA leaves and there is a one week waiting period. Employees may also be required to use accrued sick, vacation or personal leave for up to two weeks.

Employees taking paid family leave in conditions with a family member's serious health condition may take leave intermittently or consecutively. Intermittent leave is not available for the care of a newborn or adopted child. Intermittent leave may be taken in increments necessary to address the circumstances that precipitated the need for the leave. An employee seeking intermittent paid family leave is required to provide the Borough with 15 days' notice unless an emergency or other unforeseen circumstance precludes prior notice. The employee seeking intermittent leave shall make a reasonable attempt to schedule leave in a non-disruptive manner. Employees requesting such leave shall provide the Borough with a regular schedule of days of intermittent leave.

Employees may also be eligible for an unpaid leave for up to twenty- six (26) workweeks in a year to care for a family member on active duty in the military or a covered veteran (a covered veteran is an individual who was discharged or released under conditions other than a dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) with a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or up to twelve (12) weeks in a year for a qualifying exigency. A qualifying exigency occurs when a military member is called to covered active duty requires deployment to a foreign country a close member or his/her family must attend official ceremonies or family support or assistance meeting, there is a short-notice deployment, to attend to childcare matters, attend to financial and/or legal matters, or counseling. A serious injury or illness means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

A serious injury or illness also means an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

1. a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
2. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or
3. a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or
4. an injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any one of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Upon employer's request, an employee must provide a copy of the covered military member's active duty orders to support request for qualifying exigency leave. In addition, upon an employer's request, certification for qualifying exigency leave must be supported by a certification containing the following information.

1. Statement or description of appropriate facts regarding the qualifying exigency for which leave is needed;

2. Approximate date on which the qualifying exigency commenced or will commence;
3. Beginning and end dates for leave to be taken for a single continuous period of time;
4. An estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; and
5. If the qualifying exigency requires meeting with a third party, the contact information for the third party and description of the purpose of the meeting.

Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Employees who request qualifying exigency leave to spend time with a military member on Rest & Recuperation may take up to a maximum of 15 calendar days. Upon an employer's request, an employee must provide a copy of the military member's Rest and Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave."

II. Section 4 entitled "Bereavement Leave" is hereby amended by deleting the second paragraph to be replaced with the following:

"The Borough also agrees to grant one day off with pay to an employee in the case where there is a death of any a grandparent-in-law."

III. There is added thereto a new Section 9 entitled "Domestic Violence Leave" to read as follows:

"Section 9. Domestic Violence Leave

The New Jersey Security and Financial Empowerment Act, also known as the "NJ SAFE Act" provides protection for employees and their family members who have been the victim of domestic violence or sexual assault. Employees are entitled to twenty (20) days of unpaid protected leave from work to:

- Seek medical attention for physical or psychological injuries;
- Obtain services from a victim services organization, pursue psychological or other counseling;
- Participate in safety planning for temporary or permanent relocation;
- Seek legal assistance to ensure health and safety of the employee or the employee's relative; or
- Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

To be eligible for the leave, an employee must meet the following criteria:

- The employee or their child, parent, spouse or domestic partner must be a victim of domestic violence or a sexually violent offense;
- The employee must have worked for the employer for at least twelve months and for at least 1,000 hours during the twelve (12) month period immediately preceding the requested leave; and
- The twenty (20) day leave must be taken within one (1) year of the qualifying event.

Employees may take leave on an intermittent basis but such leave cannot be shorter than one (1) full day. To the extent the leave is foreseeable, employees must provide advance notice. In addition, employee seeking leave must provide proof that they qualify for the leave. Such proof may include restraining order, letter from a prosecutor, proof of conviction, medical documentation or a certification from an agency or professional involved in assisting the employee.

In certain circumstances, the basis for the leave may also qualify under the federal Family and Medical Leave Act and/or the New Jersey Family Leave act. If so, the Borough will treat the leave concurrently with the leave under those statutes. Employees may be required to use accrued paid vacation leave, personal time or sick leave concurrently.

The Borough shall protect the privacy of employees who seek leave by holding the request for leave, the leave itself or the failure to return to work "in the strictest confidence. The Borough shall not retaliate, harass or discriminate against any employee exercising his/her right to take the leave provided by this policy."

3. Chapter V entitled "Pay Periods and Overtime" is hereby amended as to the following sections:

I. There is added thereto a new Sections 6 entitled "Timesheets" to read as follows:

"Section 6. Timesheets:

Non-exempt employees are required to accurately record their work time on the designated time record, sign it and return into his/her supervisor. Non-exempt employees and exempt employees are required to report their sick time, vacation time and holiday time on the designated time record. Non-exempt and exempt employees should turn the time record into his/her supervisor.

The supervisor shall review the record for accuracy and approve it and submit it to the designated payroll representative."

II. There is added thereto a new Sections 6 entitled "Payment for Accumulated Absence" to read as follows:

"Section 7. Payment for Accumulated Absence:

To the extent that a local ordinance, collective bargaining agreement, or an employment agreement provides for the payment of compensation for pay while absent from work, the Borough shall only make such payment if the chief financial officer or Executive Director certifies that such amount is due and that proper documentation establishing that the amount of the accumulated absence has been provided and funds are available to pay. Proper Documentation includes:

- A copy of the agreement, ordinance and/or resolution;

- Documentation of the amount of accumulated absence time; and
- The total value of the compensation due.

Nothing in this section grants employees compensation for absences from work. “

4. Chapter VI entitled “Work Rules and Standards” is hereby amended as to the following sections:

I. Section 3 entitled “E-Mail, Voice Mail and Internet Usage Policy” is hereby deleted in its entirety and replaced with the following:

“Section 3. Systems Privacy.

A. Communication Media Policy

The Borough’s Communication Media are the property of the Borough of Glen Rock and, as such, are to be used for legitimate business purposes only. For purposes of this Communication Media Policy, “Communication Media” includes all electronic media forms provided by the Borough, such as cell phones, smart phones, computers, electronic tablets, access to the internet, voicemail, email, and fax.

All data stored on and/or transmitted through Communication Media is the property of the Borough. For purposes of this policy, “Data” includes “electronically-stored files, programs, tables, data bases, audio and video objects, spreadsheets, reports and printed or microfiche materials which serve a Borough business purpose, regardless of who creates, processes or maintains the data, or whether the data is processed manually or through any of the Borough’s mainframe, midrange or workstations; servers, routers, gateways, bridges, hubs, switches and other hardware components of the Borough’s local or wide-area networks.”

The Borough respects the individual privacy of its employees. However, employee communications transmitted by the Borough’s Communication Media are not private to the individual. All Communication Media and all communications and stored information transmitted, received, or contained in or through such media may be monitored by the Borough. The Borough of Glen Rock reserves the absolute right to access, review, audit and disclose all matters entered into, sent over, placed in storage in the Borough’s Communication Media. By using the Borough’s equipment and/or Communication Media, employees consent to have such use monitored at any time, with or without notice, by Borough personnel. The existence of passwords does not restrict or eliminate the Borough’s ability or right to access electronic communications. However, the Borough cannot require the employee to provide its password to his/her personal account.

All email, voicemail and Internet messages (including any technology-based messaging) are official documents subject to the provisions of the Open Public Records Act (N.J.S.A. 47:1A-1). Employees of the Borough of Glen Rock are required to use the assigned municipal email account for ALL Borough business and correspondence. The use of private email accounts for ANY Borough business or during business hours is strictly prohibited.

Employees can only use the Borough’s Communication Media for legitimate business purposes. Employees may not use Borough’s Communication Media in any way that is defamatory, obscene, or harassing or in violation of any Borough rules or policy. Examples of forbidden transmissions or downloads include sexually-explicit messages; unwelcome propositions; ethnic or racial slurs; or any other message that can be construed to be harassment or disparaging to others based on their actual or perceived age, race, religion, sex, sexual orientation, gender identity or expression, genetic information, disability, national origin, ethnicity, citizenship, marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

All employees, who have been granted access to electronically-stored data, must use a logon ID assigned by Borough. Certain data, or applications that process data, may require additional security measures as determined by the Borough. Employees must not share their passwords; and each employee is responsible for all activity that occurs in connection with their passwords.

All employees may access only data for which the Borough has given permission. All employees must take appropriate actions to ensure that Borough's data is protected from unauthorized access, use or distribution consistent with these policies. Employees may not access or retrieve any information technology resource and store information other than where authorized.

Employees must not disable anti-virus and other implemented security software for any reason, in order to minimize the risk of introducing computer viruses into the Borough's computing environment.

Employees may not install or Modify ANY hardware device, software application, program code, either active or passive, or a portion thereof, without the express written permission from the Borough. Employees may not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Borough of Glen Rock, or licensed to the Borough. Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.

The Borough of Glen Rock encourages employees to share information with co-workers and with those outside the Borough for the purpose of gathering information, generating new ideas and learning from the work of others to the extent such sharing is permitted by the Borough. Social media provide inexpensive, informal and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Employees may engage in social media activity during work time through the use of the Borough's Communication Media, provided that it is directly related to their work and it is in compliance with this policy.

The Borough encourages employees to share information with co-workers and with those outside the Borough for the purpose of gathering information, generating new ideas and learning from the work of others to the extent such sharing is permitted by the Borough. Social media provide inexpensive, informal and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public; therefore, employees must adhere to the following guidelines for their participation in social media. Employees may engage in social media activity during work time through the use of the Borough's Communication Media, provided that it is directly related to their work and it is in compliance with this policy.

Employees must not reveal or publicize confidential Borough information. Confidential proprietary or sensitive information may be disseminated only to individuals with a need and a right to know, and where there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to the transmittal of personnel information such as medical records or related information. In law enforcement operations, confidential, proprietary or sensitive information also includes criminal history information, confidential informant identification, and intelligence and tactical operations files.

Employees are prohibited from releasing or disclosing any photographs, pictures, digital images of any crime scenes, traffic crashes, arrestees, detainees, people or job related incident or occurrence taken with the Borough's Communication Media to any person, entity, business or media or Internet outlet whether on or off duty without the express written permission of the Borough Administrator. Except in "emergency situations," Employees are prohibited from taking digital images or photographs with media equipment not owned by the Borough. For purposes of this section, an "emergency situation" involves a sudden and unforeseen combination of circumstances or the resulting state that calls for immediate action, assistance or relief, and may include accidents, crimes and flights from accidents or crimes and the employee does not have access to the Borough's Communication Media. If such situation occurs, employee agrees that any images belong to the Borough and agree to release the image to the Borough and ensure its permanent deletion from media device upon direction from the Borough.

No media advertisement, electronic bulletin board posting, or any other posting accessible via the Internet about the Borough of Glen Rock or on behalf of the Borough, whether through the use of the Borough's Communication Media or otherwise, may be issued unless it has first been approved by the Borough Administrator of the Borough of Glen Rock. Under no circumstances may information of a confidential, sensitive or otherwise proprietary nature be placed or posted on the Internet or otherwise disclosed to anyone outside the Borough.

Because (authorized) postings placed on the Internet through use of the Borough's Communication Media will display on the Borough's return address, any information posted on the Internet must reflect and adhere to all of the Borough's standards and policies.

All users are personally accountable for messages that they originate or forward using the Borough's Communication Media. Misrepresenting, obscuring, suppressing, or replacing a user's identity on any Communication Media is prohibited. "Spoofing" (constructing electronic communications so that it appears to be from someone else) is prohibited.

Employees must respect the laws regarding copyrights, trademarks, rights of public Borough and other third-party rights. Any use of the Borough's name, logos, service marks or trademarks outside the course of the employee's employment, without the express consent of the Borough, is strictly prohibited. To minimize the risk of a copyright violation, employees should provide references to the source(s) of information used and cite copyrighted works identified in online communications.

To the extent that employees use social media outside of their employment and in so doing employees identify themselves as Borough employees, or if they discuss matters related to the Borough on a social media site, employees must add a disclaimer on the front page, stating that it does not express the views of the Borough and the employee is expressing only their personal views. For example: "The views expressed on this website/web log are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting that is expressing an opinion related to the Borough of Glen Rock or the Borough's business. Employees must keep in mind that, if they post information on a social media site that is in violation of Borough policy and/or federal, state or local laws, the disclaimer will not shield them from disciplinary action.

Nothing in these policies is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. Borough employees have the right to engage in or refrain from such activities.

B. Video Surveillance Policy.

The Borough may install video surveillance camera systems within public buildings and throughout public areas within the Borough of Glen Rock, primarily as visual deterrents of criminal behavior and for the protection of employees and municipal assets. In implementing these video camera systems, the Borough will ensure compliance with federal, state and local laws governing such usage.

The Borough's video surveillance camera systems are a significant tool to which the employees of the Borough will avail themselves in order to complete the goals and objectives of the Borough. Employees are only permitted to use the video surveillance camera systems for a legitimate purpose and with proper authorization. The Borough's designee will be responsible for authorization of users. The improper use of these systems can result in discipline up to and including termination.

No employee is permitted to view, continually watch, search, copy or otherwise use one of the Borough's video surveillance camera systems or tamper with access, archive, alter, add to, or make copies of any data that has been recorded and stored within any of these systems without (1) a specific legitimate purpose and (2) permission for the designee of the Borough.

The Borough shall designate a person to be responsible for the maintenance and administration of the video surveillance camera system. Such designee will be responsible for maintaining a user access log detailing the date and name of individuals who view/access a stored recording.

Any employee who becomes aware of any unauthorized disclosure of a video record in a contravention of this policy and/or a potential privacy breach has the responsibility to ensure that the Borough Administrator is immediately informed of such breach."

II. Section 5 entitled "Use of Vehicles Policy" is hereby deleted in its entirety and replaced with the following:

"Section 5. Use of Vehicles Policy.

Unless an employee receives permission from the Borough Administrator, Borough owned vehicles must be used for Borough business, and all passengers must be on Borough business.

Vehicles assigned to the Police Chief and Captain, Director of Public Works, Supervisor - Buildings and Grounds/Custodian, Fire Chief and Assistant Fire Chief may be taken home as part of their job responsibilities subject to change by the Governing Body. Vehicles may be taken home only with advance approval of the Borough Administrator except the Mayor may also grant temporary approval to facilitate responses to after-hours emergency calls. When an employee takes home a Borough vehicle, on a temporary basis, it is to be used only for official business any other use is not permitted. At no time shall children be in the Borough vehicle when responding to an emergency. Any violation of this policy is cause for disciplinary action."

RESOLVED that this amendment to the personnel policies and procedures shall apply to all Borough officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personal services contracts or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

ROLL CALL:

Council Member O’Hagan – yes
Council Member Orseck – yes
Council Member Biggs - yes

Council Member Pazan - yes
Council Member Surrago – yes
Council Member Nogara – yes

7. Resolution Amending Flexible Spending Plan (AFLAC)

Resolution No. 134-14

Offered by Council Member Biggs

Seconded by Council Member O’Hagan

RESOLUTION AMENDING AFLAC FLEXIBLE SPENDING ACCOUNT

WHEREAS, the AFLAC/Wage Works Employee Flexible Spending Account plan now provides for a carryover of up to \$500 of any remaining unused funds in a health FSA as of the end of the plan year, beginning with the 2013 plan year.

RESOLVED, THAT THE above Amendment to the AFLAC/Wage Works Flexible Spending Account plan is hereby approved and adopted, and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Amendment.

ROLL CALL:

Council Member O’Hagan – yes
Council Member Orseck – yes
Council Member Biggs - yes

Council Member Pazan - yes
Council Member Surrago – yes
Council Member Nogara – yes

8. Resolution for Professional Service Contract (Wells, Jaworski & Liebman)

Resolution No.: 135-14

Offered by Council Member: Biggs

Seconded by Council Member: O’Hagan

RESOLUTION AUTHORIZING PROFESSIONAL SERVICES CONTRACT

WHEREAS, the Borough of Glen Rock is in need of professional legal services for the year 2014 to advise and assist the Governing Body, Planning and Zoning Boards, and the administrative staff members, and to undertake and complete various capital projects and grant applications; and

WHEREAS, Wells, Jaworski & Liebman, LLP has submitted a proposal dated March 31, 2014, and a rate sheet as of January 1, 2014 setting forth the anticipated hourly charges/costs to be assessed to the Borough of Glen Rock for the 2014 contract term; and

WHEREAS, pursuant to the provisions of the New Jersey Campaign Contribution and Expenditures Reporting Act, specifically N.J.S.A. 19:44A-205, the Borough has determined and certified in writing that the value of the services will exceed \$17,500.00; and

WHEREAS, Wells, Jaworski & Liebman, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Wells, Jaworski & Liebman, LLP, has not made any reportable contributions to a political or candidate committee in the Borough of Glen Rock, in the previous one year and that the contract will prohibit Wells, Jaworski & Liebman, LLP from making any reportable contributions through the term of the contract; and

WHEREAS, the Planning Board and Zoning Board has made the recommendation and the Governing Body has concurred that Wells, Jaworski & Liebman, LLP to be the most qualified firm to assist the Borough in its planning and zoning needs for 2014; and

WHEREAS, legal services are a professional service exempt from public bidding requirements, but notice of this resolution must be published in a legal newspaper as required by the Local Public Contracts Law; and

NOW THEREFOR BE IT RESOLVED, by the Borough Council of Glen Rock that the Borough Administrator is hereby authorized to enter into a contract with Wells, Jaworski & Liebman, LLP as declared herein; and be it further

RESOLVED, that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this Resolution; and be it further

RESOLVED, that the Borough Clerk shall cause to be published, notification of the award of the Professional Services Contract as required by the Local Public Contracts Law.

ROLL CALL:

Council Member O’Hagan – yes	Council Member Pazan - yes
Council Member Orseck – yes	Council Member Surrago – yes
Council Member Biggs - yes	Council Member Nogara – yes

**Motion to accept consent agenda by Council Member Biggs
Seconded by Council Member O’Hagan**

ROLL CALL:

Council Member O’Hagan – yes	Council Member Pazan - yes
Council Member Orseck – yes	Council Member Surrago – yes
Council Member Biggs - yes	Council Member Nogara – yes

5. ORDINANCES

**Ordinance Procedure # 1701 (Bond Ord. for Installation of Turf Field)
Date of Introduction: May 14, 2014**

**Council Resolution # 136-14
Introduced by Council Member Orseck
Seconded by Council Member O’Hagan**

Be It Resolved by the Borough Council of the Borough of Glen Rock that AN BOND ORDINANCE TO AUTHORIZE THE FABER FIELD SYNTHETIC TURF ATHLETIC FIELD PROJECT IN, BY AND FOR THE BOROUGH OF GLEN ROCK, IN THE

COUNTY OF BERGEN, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$3,000,000 TO PAY THE COST THEREOF, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS.

Heretofore introduced and does now pass on first reading, and that the said Ordinance be further considered for final passage at a meeting to be held on May 28, 2014 at 8:00 p.m., or as soon thereafter as the matter can be reached, at the Municipal Building in the Borough of Glen Rock, and that at such time and place all persons interested be given an opportunity to be heard concerning said ordinance, and that the Borough Clerk is hereby authorized and directed to publish said ordinance in the Bergen Record according to law with a notice of its introduction and passage on first reading and of the time and place when and where said ordinance will be further considered for final passage.

ROLL CALL:

Council Member O'Hagan - yes
Council Member Orseck – yes
Council Member Biggs - yes

Council Member Pazan - yes
Council Member Surrago - yes
Council Member Nogara - yes

BOND ORDINANCE TO AUTHORIZE THE FABER FIELD SYNTHETIC TURF ATHLETIC FIELD PROJECT IN, BY AND FOR THE BOROUGH OF GLEN ROCK, IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$3,000,000 TO PAY THE COST THEREOF, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS.

BE IT ORDAINED by the Borough Council of the Borough of Glen Rock, in the County of Bergen, State of New Jersey, as follows:

Section 1. The Borough of Glen Rock, in the County of Bergen, State of New Jersey (the "Borough") is hereby authorized to undertake the Faber Field Synthetic Turf Athletic Field Project consisting of the installation of a synthetic turf athletic field, related facilities and amenities and undertaking of site improvements in, by and for the Borough. Said improvement shall include all work, materials and appurtenances necessary and suitable therefor.

Section 2. The sum of \$3,000,000 is hereby appropriated to the payment of the cost of making the improvement described in Section 1 hereof (hereinafter referred to as "purpose"). Said appropriation shall be met from the proceeds of the sale of the bonds authorized and the down payment appropriated by this ordinance. Said improvement shall be made as a general improvement and no part of the cost thereof shall be assessed against property specially benefited.

Section 3. It is hereby determined and stated that (1) said purpose is not a current expense of said Borough, and (2) it is necessary to finance said purpose by the issuance of obligations of said Borough pursuant to the Local Bond Law (Chapter 2 of Title 40A of the New Jersey Statutes Annotated, as amended; the "Local Bond Law"), and (3) the total estimated cost of said purpose is \$3,000,000, and (4) \$150,000 of said sum is to be provided by the down payment hereinafter appropriated to finance said purpose, and (5) the estimated maximum amount of bonds or notes necessary to be issued for said purpose is \$2,850,000, and (6) the cost of such purpose, as

hereinbefore stated, includes the aggregate amount of \$300,000 which is estimated to be necessary to finance the cost of such purpose, including architect's fees, accounting, engineering and inspection costs, legal expenses and other expenses, including interest on such obligations to the extent permitted by Section 20 of the Local Bond Law.

Section 4. It is hereby determined and stated that moneys exceeding \$150,000, appropriated for down payments on capital improvements or for the capital improvement fund in budgets heretofore adopted for said Borough, are now available to finance said purpose. The sum of \$150,000 is hereby appropriated from such moneys to the payment of the cost of said purpose.

Section 5. To finance said purpose, bonds of said Borough of an aggregate principal amount not exceeding \$2,850,000 are hereby authorized to be issued pursuant to the Local Bond Law. Said bonds shall bear interest at a rate per annum as may be hereafter determined within the limitations prescribed by law. All matters with respect to said bonds not determined by this ordinance shall be determined by resolutions to be hereafter adopted.

Section 6. To finance said purpose, bond anticipation notes of said Borough of an aggregate principal amount not exceeding \$2,850,000 are hereby authorized to be issued pursuant to the Local Bond Law in anticipation of the issuance of said bonds. In the event that bonds are issued pursuant to this ordinance, the aggregate amount of notes hereby authorized to be issued shall be reduced by an amount equal to the principal amount of the bonds so issued. If the aggregate amount of outstanding bonds and notes issued pursuant to this ordinance shall at any time exceed the sum first mentioned in this section, the moneys raised by the issuance of said bonds shall, to not less than the amount of such excess, be applied to the payment of such notes then outstanding.

Section 7. Each bond anticipation note issued pursuant to this ordinance shall be dated on or about the date of its issuance and shall be payable not more than one year from its date, shall bear interest at a rate per annum as may be hereafter determined within the limitations prescribed by law and may be renewed from time to time pursuant to and within limitations prescribed by the Local Bond Law. Each of said bond anticipation notes shall be signed by the Mayor and by a financial officer and shall be under the seal of said Borough and attested by the Borough Clerk or Deputy Borough Clerk. Said officers are hereby authorized to execute said notes in such form as they may adopt in conformity with law. The power to determine any matters with respect to said notes not determined by this ordinance and also the power to sell said notes, is hereby delegated to the Chief Financial Officer who is hereby authorized to sell said notes either at one time or from time to time in the manner provided by law.

Section 8. It is hereby determined and declared that the period of usefulness of said purpose, according to its reasonable life, is a period of ten years computed from the date of said bonds.

Section 9. It is hereby determined and stated that the Supplemental Debt Statement required by the Local Bond Law has been duly made and filed in the office of the Borough Clerk of said Borough, and that such statement so filed shows that the gross debt of said Borough, as defined in Section 43 of the Local Bond Law, is increased by this ordinance by \$2,850,000 and that the issuance of the bonds and notes authorized by this ordinance will be within all debt limitations prescribed by said Local Bond Law.

Section 10. Any funds received from private parties, the County of Bergen, the State of New Jersey or any of their agencies or any funds received from the United States of America or any of its agencies in aid of such purpose, shall be applied to the payment of the cost of such purpose, or, if bond anticipation notes have been issued, to the payment of the bond anticipation notes, and the amount of bonds authorized for such purpose shall be reduced accordingly.

Section 11. The capital budget is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency therewith and the resolutions promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as

approved by the Director, Division of Local Government Services, is on file with the Borough Clerk and is available for public inspection.

Section 12. The Borough intends to issue the bonds or notes to finance the cost of the improvement described in Section 1 of this bond ordinance. If the Borough incurs such costs prior to the issuance of the bonds or notes, the Borough expects to reimburse itself for such expenditures with the proceeds of such bonds or notes in the maximum principal amount of bonds or notes authorized by this bond ordinance.

Section 13. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this ordinance. Said obligations shall be direct, unlimited and general obligations of the Borough, and the Borough shall levy ad valorem taxes upon all the taxable real property within the Borough for the payment of the principal of and interest on such bonds and notes, without limitation as to rate or amount.

Section 14. This ordinance shall take effect twenty days after the first publication thereof after final passage.

Ordinance Procedure # 1702 (Salary Ordinance)
Date of Introduction: May 14, 2014

Council Resolution # 137-14
Introduced by Council Member Nogara
Seconded by Council Member Surrago

Be It Resolved by the Borough Council of the Borough of Glen Rock that AN AMENDMENT TO AN ORDINANCE TO FIX THE COMPENSATION OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF GLEN ROCK, BERGEN COUNTY, NEW JERSEY.

Heretofore introduced and does now pass on first reading, and that the said Ordinance be further considered for final passage at a meeting to be held on May 28, 2014 at 8:00 p.m., or as soon thereafter as the matter can be reached, at the Municipal Building in the Borough of Glen Rock, and that at such time and place all persons interested be given an opportunity to be heard concerning said ordinance, and that the Borough Clerk is hereby authorized and directed to publish said ordinance in the Bergen Record according to law with a notice of its introduction and passage on first reading and of the time and place when and where said ordinance will be further considered for final passage.

ROLL CALL:

Council Member O'Hagan - yes	Council Member Pazan - yes
Council Member Orseck – yes	Council Member Surrago - yes
Council Member Biggs - yes	Council Member Nogara - yes

**BOROUGH OF GLEN ROCK
ORDINANCE NO. 1702**

**AN AMENDMENT TO AN ORDINANCE TO FIX THE COMPENSATION OF
CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF GLEN ROCK,
BERGEN COUNTY, NEW JERSEY.**

BE IT ORDAINED, by the Borough Council of the Borough of Glen Rock in the County of Bergen, New Jersey as follows:

SECTION 1. That there is hereby established salary and wages for the classification of certain employees herein below set forth:

<u>OFFICIALS</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Mayor	1,000.00	\$ 4,100.00
Councilman	1,000.00	3,000.00
 <u>COMMUNICATIONS COOR.</u>	 15.00 per hour	 25.00 per hour
 <u>ADMINISTRATIVE & EXECUTIVE</u>		
Borough Administrator	\$35,000.00	55,000.00
Borough Clerk	40,000.00	82,000.00
Clerk Secretary	29,000.00	55,000.00
Part Time – Clerical	8.25 per hour	34.00 per hour
Part Time – Computer Consultant	20.00 per hour	50.00 per hour
Communication Coordinator	20.00 per hour	30.00 per hour
Qualified Purchasing Agent	3,000.00	5,000.00
Deputy Borough Clerk	40,000.00	55,000.00
 <u>FINANCE</u>		
Chief Financial Officer	40,000.00	94,000.00
Asst. Chief Financial Officer	40,000.00	61,000.00
Benefits Administrator	3,000.00	18,000.00
 <u>ELECTIONS</u>		
Clerk	450.00	600.00 per election
Assistant Clerk	250.00	500.00 per election
 <u>ASSESSMENT & COLLECTION</u>		
Assessor	25,000.00	39,000.00
Tax Collector	40,000.00	67,000.00
Deputy Tax Collector	8,000.00	46,000.00
Part Time Clerical	8.25 per hour	30.00 per hour
Shared Service Agreement-Midland Park		
 <u>LEGAL</u>		
Borough Attorney	1,000.00	13,000.00
 <u>MUNICIPAL COURT</u>		
Judge	10,000.00	25,000.00
Court Administrator	30,000.00	70,000.00

Deputy Court Administrator	20,000.00	50,000.00
Prosecutor	\$300/session	\$500/session
Clerical Assistant	50.00/session	80.00/session

PUBLIC BUILDING

Custodian	30,000.00	70,000.00
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POLICE DEPARTMENT

Chief	85,000.00	155,000.00
Captain	80,000.00	150,000.00
Support Personnel (Pt time)	9.00 per hour	26.00 per hour
School Crossing Guards	9.00 per hour	26.00 per hour
Police Matron – Part Time	9.00 per hour	26.00 per hour
Parking Enforcement Officer	9.00 per hour	26.00 per hour
Emergency Management Coord.	5,000.00	8,800.00
Assist. Emergency Mngmt Coord.	1,000.00	4,600.00

CODE ENFOCEMENT OFFICE

Const. Off/Code Enf Off	30,000.00	110,000.00
Plumbing Inspector	20,000.00	35,000.00
Electrical Inspector	20,000.00	30,000.00
Technical Asst/Office Mgr.	20,000.00	55,000.00
Technical Assistant	5,000.00	20,000.00
Building Inspector	6,000.00	71,000.00
Fire Sub Code Official	10,000.00	28,000.00
Part Time Clerical	12.00 per hour	34.00 per hour

FIRE PREVENTION CODE ENFORCEMENT

Fire Prevention Officer	5,000.00	23,000.00
Fire Safety Inspector	8.25 per hour	24.00 per hour
Fire Prevention Secretary	8.25 per hour	18.00 per hour

ZONING & PLANNING

Land Use Administrator/COAH/MHL	6,000.00	34,000.00
Zoning Official	15,000.00	34,000.00
Zoning/Planning Board Secty	15,000.00	40,000.00

PUBLIC WORKS

Director	50,000.00	110,000.00
Office Secretary/Clerical	30,000.00	55,000.00
Clerical	8.25 per hour	34.00 per hour
Seasonal Help	8.25 per hour	22.00 per hour
Litter Patrol	8.25 per hour	12.00 per hour
Sidewalk Inspector	1,500.00	4,400.00
Sewer Operations consultant	1,000.00	8,000.00

RECYCLING

Recycling Coordinator	40,000.00	85,000.00
Landfill Attendant	8.25 per hour	34.00 per hour
Recycling Attendants	8.25 per hour	32.00 per hour

BOARD OF HEALTH

Secretary	1,000.00	4,200.00
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TRANSPORTATION

Driver	15.00 per hour	22.00 per hour
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RECREATION

Director	8,000.00	58,000.00
Shack Supervisor	2,000.00	4,000.00
Playground Counselors	8.25 per hour	18.00 per hour
Kindergarten Swim Director	20.00 per hour	30.00 per hour
Kindergarten Swim Assistant	21.00 per hour	25.00 per hour
Kindergarten Instructors	14.00 per hour	20.00 per hour
Grounds Crew	10.00 per hour	15.00 per hour

POOL

Manager	5,500.00	17,000.00
Manager's Overtime Rate	25.00 per hour	56.00 per hour
Assistant Manager	3,200.00	14,000.00
Swim Team Coach	1,000.00	4,000.00
Assistant Swim Team coach	8.25 per hour	15.00 per hour
Lifeguard	8.75 per hour	17.00 per hour
Lifeguard Instructor	25.00 per hour	30.00 per hour
New Instructors	25.00 per hour	30.00 per hour
Gate	8.25 per hour	13.00 per hour
Pool maintenance	8.25 per hour	26.00 per hour
Pre & Post Season Maintenance	11.00 per hour	35.00 per hour
Learn to Swim Director	2,000.00	5,000.00
Lean to Swim Instructors	15.00 per hour	20.00 per hour

LIBRARY

Director	65,000.00	93,000.00
Assistant Director	50,000.00	69,000.00
Children's Librarian	40,000.00	56,000.00
Business Manager	34,000.00	60,000.00
Senior Library Assist.	25,000.00	39,000.00
Library Assistant	21,500.00	34,000.00
Teen/Technology Librarian	34,000.00	50,000.00

Head of Circ. & Adult Services	40,000.00	56,000.00
Extra Help-Part Time	8.25 per hour	40.00 per hour
Board Recording Secretary meeting	60.00 per meeting	73.00 per

Vehicle Allowance:

Borough Administrator	\$4,000.00
Code Official	\$3,000.00
Plumbing Official	\$ 900.00
Electrical Official	\$ 900.00
Fire Subcode Official	\$ 900.00
Building Inspector	\$ 600.00

Fire Department:

Stand-by	\$ 15.00/HR
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SECTION 2. All salaries herein above listed are to be considered as annual salaries unless otherwise designated.

SECTION 3. The Annual Salaries, weekly wages, and hourly wages shall be paid in bi-weekly installments, except that the Mayor and Council, Secretary of the Board of Health and travel allowance may be compensated quarterly.

SECTION 4. The amount to be paid to each officer or employee within the salary and wage range shall be fixed from time to time by resolution of the Mayor and Council.

SECTION 5. In addition to the salary ranges indicated above, longevity pay will be given to full-time Public Works personnel, Sanitation personnel, and Administrative personnel hired before 1-1-77 at the rate of two (2%) per cent for each four years of service not to exceed twelve (12%) per cent or the amount set forth in the contract. Longevity credit will be computed and paid semi-annually each year (January 1 and July 1) and semi-annually thereafter. Employees who serve in more than one capacity and spend their full time in Borough Service shall be considered a full-time employee for the purpose of longevity.

SECTION 6. The Mayor and Council may allow a onetime payment of \$500 - \$1,000 for employees who have attended classes and have earned a certification appropriate to their position or department.

SECTION 7. The provisions of any ordinance or ordinances inconsistent with the provisions hereof are hereby expressly repealed.

SECTION 8. Where labor contract prevails, terms and conditions of the contract shall supersede this ordinance.

SECTION 9. This ordinance shall take effect January 1, 2014 upon passage and publication as required by law.

A motion was made by Council member Biggs, seconded by Council member Pazan with all in favor to open a public hearing on Ordinance #1700.

Maureen Ashe, 162 McKinley – Ms. Ashe asked for an explanation of this ordinance.

Council member Nogara replied this ordinance encompasses any large capital expenditures that the Borough foresees for the coming budget year. The largest contributor to this ordinance is the repaving of roads.

A motion was made by Council member Biggs, seconded by Council member Pazan with all in favor to close the open hearing on Ordinance #1700.

Additionally Council member Biggs made a motion to carry the hearing until May 28, 2014 at 8:00 p.m. The motion was seconded by Council member Pazan.

ROLL CALL:

Council Member O’Hagan - yes
Council Member Orseck – yes
Council Member Biggs - yes

Council Member Pazan - yes
Council Member Surrago - yes
Council Member Nogara - yes

Ord. # 1700 – Final Reading - BOND ORDINANCE TO AUTHORIZE THE MAKING OF VARIOUS PUBLIC IMPROVEMENTS AND THE ACQUISITION OF NEW ADDITIONAL OR REPLACEMENT EQUIPMENT AND MACHINERY, NEW COMMUNICATION AND SIGNAL SYSTEMS EQUIPMENT, NEW INFORMATION TECHNOLOGY EQUIPMENT AND A NEW FIRE ENGINE (PARTIAL FUNDING) AND NEW AUTOMOTIVE VEHICLES, INCLUDING ORIGINAL APPARATUS AND EQUIPMENT, IN, BY AND FOR THE BOROUGH OF GLEN ROCK, IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$1,679,093 TO PAY THE COST THEREOF, TO APPROPRIATE A COUNTY GRANT, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS.

6. MEETING OPEN TO THE PUBLIC: (Before speaking at the meeting, each person must state their name and address. 5 minute limit)

Tom Boxley, 3 Daryl Court – Mr. Boxley clarified the total funding for Faber Field. Council member Nogara commented the \$3 million bond will be spread over ten years with an interest rate yet to be determined (through a bond offering). Mr. Boxley commented based on these figures when the amount is extrapolated out the total cost is more like \$5 million. Council member Nogara disagreed, adding the Council anticipates the debt service cost to be approximately \$350,000 over the ten year period. Regarding replacement funds the Council is anticipating \$75,000/year which would be put away. Mr. Boxley asked what the total anticipated cost for Faber Field is. Borough Administrator Benjamin commented \$5 million is not far off. Council member Surrago commented this cost does not take into consideration the money donated by the sports groups and advertising. Mr. Boxley commented he did not see any contribution from Game On Glen Rock (GOGR) and asked if they were contributing anything. Council member Nogara commented GOGR made a \$60,000 contribution this year. Mr. Boxley noted that \$50,000 will be received from the sports groups each year. What happens if one of these groups decides to change their mind? What kind of commitment or guarantee do we have from the sports groups? Mayor van Keuren replied at the moment we do not have a formal commitment; though it has been discussed with each

of the groups. A formal commitment will be forthcoming. Mr. Boxley asked if any of the athletic fields in town will be looking for significant funding over the next 5-10 years. Mayor van Keuren replied he is not aware of any other fields. Hopefully this will take a significant step to relieve some of the use on the other fields. Council member Orseck added that over the past years the baseball/softball associations have contributed significant amounts of money to fix various fields. Additionally, the soccer association did a \$10,000 project on one of the fields.

Marcia (?), Princeton Place – Marcia expressed concern that the amount to be received from the sports groups is a pledge, not a guarantee. Council member O’Hagan commented that our attorney has put together a contract with the sports organizations to make it a formal agreement.

Kevin Davitt, 152 Glen Avenue – Mr. Davitt questioned why this project became such a priority. Although it has been projected that there are no new taxes for 2014, what are the projections for the out years? Council member Nogara replied the Council conservatively has estimated this cost to be \$85-\$90/household to cover the replacement cost and debt service for ten years. This does not factor in additional advertising revenue, snack stand revenue or rental revenue. Additionally, the decrease in maintenance cost is not factored in. The urgency is predicated by the over-use of the natural fields. Mr. Davitt asked what dialogue has occurred with the Board of Education and their experience with their turf field, which has not been too favorable. Mayor van Keuren stated his conversations have had to do with durability and usage. Mr. Davitt feels no conversation with the BOE has been a missed opportunity; essentially to learn from their mistakes.

Bob Burslem, 426 Rock Road – Mr. Burslem questioned how \$100,000 was “found” with the revised budget, which was introduced this evening. Council member Nogara replied the \$100,000 came from the sports groups and GOCR, cash that has actually been received.

Margaret Gilmartin, Belvidere Road – Ms. Gilmartin asked what the maximum temperature would be that the field would generate. A Borough Engineer representative, Gary, stated the temperature on the surface could register temperatures between 110-120 degrees; however, the fields are completely playable.

Kirk Randazzo, 319 Dunham Place – Mr. Randazzo lives directly behind Faber Field. Mr. Randazzo asked what type of assurance he can get that making this area a turf field won’t increase flooding in his yard. Mike DeSena, Stantec Engineering, commented a drainage plan will be put in place so the fields will drain fully. Currently there is no drainage on the field with all the water draining directly into Diamond Brook. Once the new system is in place the water will be collected and slowly released into the Doremus Avenue drainage system and ultimately into Diamond Brook. The field will be built on 2-5’ of stone which will help with the drainage.

Mr. Randazzo asked if Stantec has ever engineered a field in a flood zone and, if so, where. Mr. DeSena replied yes they have. A couple of the locations are Nutley and Secaucus to which good results were received.

Mr. Randazzo asked what the timeline is for the field. Mr. DeSena stated if all goes on schedule we should go out to bid in September/October with construction beginning in October. Mr. Randazzo asked if the same design that GOCR had will be used and how close the field comes to the back of Faber Field (near the berm and brook). Mr. DeSena replied a conceptual design was made in 2009 which GOCR accepted. No final plans have been designed though many of the same features will be used. The field will go back as far as the rear curb of the parking lot, approximately 100’ from the brook. Engineer Gary commented that with the new design we will be able to control how much water the field stores below the surface therefore reducing the runoff.

Mr. Randazzo questioned what the lighting plan will be for the field.

Mayor van Keuren stated the lighting that will be on the field will be on poles that are half as tall as the current poles and will be angled downward to disperse only onto the field. The lights will be facing Doremus along the sidelines.

Mr. Randazzo asked what portion of the budget goes towards lighting. Mr. DeSena replied \$600,000.

Maureen Ashe, McKinley –Ms. Ashe commented that not everyone in this town is a sports fanatic and many people have paid a lot of taxes for many years. Ms. Ashe stated everyone has the right to be treated fairly. Ms. Ashe also asked if there is an environmental impact study. Mr. DeSena stated a formal impact study was not done. Ms. Ashe believes this could be a problem wondering what types of chemicals will be running off the field into the brook. Mr. DeSena stated the field is a fully encapsulated carpet which does not leach any toxins. Currently, fertilizers that are used on the natural field leach into the stream.

Charlie Fox, Rutland Road – Mr. Fox asked if we can share athletic fields with the Board of Education. Council member Orseck replied there is some sharing; however the BOE fields are used quite heavily so there isn't much time left for Recreation. Mr. Fox expressed interest why this issue needs to be compressed into a one month period of time. Mr. Fox believes this subject needs a thorough plan before decisions are made.

At this point, Council member O'Hagan apologized but had to abruptly leave the meeting.

Matt Nolfo, 103 Boulevard – Mr. Nolfo prefaced his comments by saying he is in support of a turf field. Mr. Nolfo is concerned about potential flooding with the brook (he also has the brook behind his home). Mr. Nolfo agrees an environmental study needs to be done before a final decision is made on this issue.

Felicia Halpert, 42 Henry Street – Ms. Halpert asked if anyone will be able to access the turf field; other than recreational sports groups. Mayor van Keuren stated a policy has not been put in place; however time will be set aside for others to use. If everyone is paying for it, everyone should have a shot at using it.

Mike Pannacciulli, 556 Harristown Road – Mr. Pannacciulli asked if any potential health concerns could be presented to the public.

Mayor van Keuren commented he gets the impression that more and more fields are artificial as compared to turf; Fair Lawn, Waldwick, Ridgewood, Franklin Lakes, Mahwah, Wyckoff all have artificial turf. Several members of the audience disagreed stating they are a luxury.

Perry DeGregorio, 164 Rock Road – Mr. DeGregorio asked what the hurry is with "ramming" this through and if the Council have spoken to their constituents to determine what their true feelings are. Why not put in on as a referendum? If this project is still in the conceptual stage, which has been stated earlier, how can a price be set? Mr. DeGregorio also asked if the Council has thoroughly thought through a contingency plan for cost over runs. Mr. DeGregorio stated the Council should be selling this project as a \$5 million one and not \$3 as that is what the cost will be. Council member Nogara commented the experts have told us the cost will be \$3 million. Mike DeSena responded that although a conceptual rendering has been presented extensive work has

been performed to get to this point; i.e. lighting requirements, environmental tests, field borings, DEP permits. All of this work was done at the request of the Mayor and Council over the last several years.

Sean Martin, 339 Dunham Place – Mr. Martin asked for clarification as it has been stated DEP permits have been requested yet no DEP environmental study has been conducted. Mr. Martin asked if it is mandatory to obtain a DEP permit and does it expire. Mr. DeSena replied the permit will need an extension after next year. Mr. Martin questioned if the State has reevaluated the flood zones after Hurricane Sandy and would that impact either the permit or the study. Mr. Martin asked if a material has been chosen and if the elevation will change. Mr. DeSena replied the elevation will actually decrease. The field material specifics have not been chosen. Mr. Martin questioned if our drainage study is any different than what Ridgewood did, especially since Ridgewood has had so many problems. Mr. DeSena replied our scenario is different. Ridgewood's turf comes as close as 50' to the brook where our closest point is 150'.

Kay Tuite, Glen Courts – Mrs. Tuite commented many of the environmental hazards that are occurring (as evidenced at The Arboretum) have to do with lawn chemicals and fertilizers washing off abutting properties. Mrs. Tuite also commented she was recently at a sporting event held on a turf field where a torrential rain occurred; within 30 minutes of the rain stopping play resumed.

Rick Leung, 291 Dunham Place – Mr. Leung asked if the drainage would be similar to a French drain on residential properties. Engineer Gary explained the process of the field draining (unfortunately it was not clearly audible). Mr. Leung asked if there will be an auto shut-off of the lights as currently there are times when the lights are on in the middle of the night. Mayor van Keuren replied this would be a priority, adding the design will be different than the current lights. Mr. Leung suggested that a tree buffer be planted along the field and brook.

Doris Ciaramella, 15 Austin – Mrs. Ciaramella commented that Senior Advisory Committee member and longtime resident/volunteer Rick Colton recently passed away.

7. ADJOURNMENT

**Motion to adjourn the public meeting made by Council member Surrago
Seconded by Council member Orseck
Meeting adjourned at 10:05 p.m.**