

PUBLIC MEETING – Wednesday, March 14, 2012 at 8:00 p.m.

There will be a Public Meeting of the Mayor and Council of the Borough of Glen Rock on Wednesday, March 14, 2012, 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 Surrago led the Council and audience in the flag salute.

3. Ord. # 1656 – First Reading

**Ordinance Procedure # 1656
Date of Introduction: March 14, 2012**

**Council Resolution # 70-12
Introduced by Council Member Pazan
Seconded by Council Member Nogara**

Be It Resolved by the Borough Council of the Borough of Glen Rock that AN ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

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 March 28, 2012 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

**CALENDAR YEAR 2012
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO
ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Mayor and Council of the Borough of Glen Rock in the County of Bergen finds it advisable and necessary to increase its CY 2012 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Mayor and Council hereby determines that a 3.5 % increase in the budget for said year, amounting to \$121,492 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Mayor and Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Council of the Borough of Glen Rock, in the County of Bergen, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2012 budget year, the final appropriations of the Borough of Glen Rock shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$425,221 and that the CY 2012 municipal budget for the Borough of Glen Rock be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

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.

Resolutions:

1. Resolution for Approval of Minutes

Resolution No. 71-12

Offered by Council Member Orseck

Seconded by Council Member Biggs

BE IT RESOLVED, that the Minutes of:

February 29, 2012

Be accepted as submitted.

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

2. Resolution for Tax Overpayment Refund

Resolution No. 72-12

Offered by Council Member Orseck

Seconded by Council Member Biggs

RESOLUTION AUTHORIZING TAX OVERPAYMENT REFUND

WHEREAS, it has been determined by the Tax Collector that in the 1st Quarter 2012 there are over payments on the following: block 166 lot 2 \$3,964.52 homeowner Furrer, block 215 lot 5 \$4,277.21 home owner Neiman, block 250 lot 8 \$1,000.00 home owner Fazio and in the tax year 2011 the following over payments: block 138 lot 4 \$3,000.00 homeowner Carlin and block 176 lot 10 \$,2600.87 homeowner Hopkins,

Now, therefore be it resolved that the Borough of Glen Rock reimburse the above Glen Rock homeowners

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

3. Resolution Approving Fire Department Member (A. Leon)

Resolution No. 73-12

Offered by Council Member Orseck

Seconded by Council Member Biggs

WHEREAS, the Fire Department wishes to have the Council pass a resolution approving this member; and

WHEREAS, the Fire Department has recommended that this applicant:

Anthony Leon

is a qualified candidate and thereby recommend to the governing body for ratification of this appointment,

NOW, THEREFORE, IT IS HEREBY RESOLVED, that in accordance with the bylaws of the Glen Rock Fire Department the Borough Council of the Borough of Glen Rock does hereby accept the recommendation of the Fire Department and accepts the application for membership of:

Anthony Leon

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 Authorizing Agreement for Police Accreditation Grant Program

Resolution No.74-12

Offered by Council Member Orseck

Seconded by Council Member Biggs

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT FROM THE BERGEN JOINT INSURANCE FUND FOR BASE ACCREDITATION SERVICES AND EXECUTION OF A GRANT AGREEMENT

WHEREAS, the Commission on the Accreditation of Law Enforcement Agencies (“CALEA”) and the State of New Jersey Associations of Chiefs of Police offer a program to obtain accreditation in order to attain the highest standards of police department management; and

WHEREAS, the Bergen Joint Insurance Fund is seeking to encourage police departments to pursue such excellence by providing a grant in the amount not to exceed \$25,000 to support the Borough of Glen Rock’s Police Department’s efforts to attain accreditation from New Jersey Chiefs of Police; and

WHEREAS, the Chief of Police and the governing body believe that the attaining of such certification is consistent with the goals of the Borough of Glen Rock Police Department; and

WHEREAS, the Chief of Police is committed to taking necessary action in order to support the accreditation process.

WHEREAS, the successful completion of the accreditation process from the New Jersey State Associations of Chiefs of Police will result in a reduction in liability insurance premiums from the Bergen JIF and

WHEREAS, in the long term the completion and retention of accreditation from New Jersey State Association of Chiefs of Police will help the municipality manage its liability and workers compensation insurance exposure.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Glen Rock in the County of Bergen, and State of New Jersey, as follows:

- 1. The Mayor, Administrator and Chief of Police are hereby authorized to enter into a Grant Agreement with the Bergen Joint Insurance Fund for the receipt of funding in the amount of \$25,000 for the NJ State Chiefs of Police accreditation program.**
- 2. The municipality agrees to abide by the terms of the Grant Agreement to attain certification within two years of the date of the agreement. Upon accreditation being obtained, the Bergen JIF will use their normal accreditation discount to offset the grant costs.**
- 3. If the Municipality does not achieve certification within the two year period, the amount of the Grant is due payable to the Bergen JIF within a three year period.**
- 4. If the Municipality does not achieve the certification within the two year period and/or leaves the Bergen JIF before the grant is repaid in full, the amount of the grant is due immediately to the Bergen JIF upon the date of termination to the JIF.**
- 5. This resolution shall take effect immediately.**

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**

5. Resolution for Corrective Action Plan 2010 Audit

Resolution No. 75-12

Offered by Council Member Orseck

Seconded by Council Member Biggs

BOROUGH OF GLEN ROCK

**2010 ANNUAL AUDIT
CORRECTIVE ACTION PLAN**

1. Finding/Condition

Our audit of the General Capital Fund and Trust Funds revealed that a general ledger accounting system has not been implemented and maintained for each of the respective funds.

Recommendation

The Borough implement and maintain a general ledger accounting system for the General Capital Fund and each of the Trust Funds.

Corrective Action Plan

The Borough will update our computer system to accommodate additional funds for an integrated general ledger system. In conjunction with our software vendor, the Borough will establish separate funds within the Munidex accounting system to implement and maintain a general ledger accounting system for each fund.

Implementation Date – Currently in progress, prior to year-end.

2. Finding/Condition

- Our audit revealed that certain General Capital Fund contracts were not encumbered at December 31, 2010.
- Additionally, the audit indicated that certain goods and/or services were ordered prior to the issuance of an approved purchase order.

Recommendation

- Internal controls over encumbrances be reviewed and enhanced to ensure approved purchase orders are issued prior to the awarding of Borough contracts and the ordering of goods and/or services.

Corrective Action Plan

The Borough will adhere to the requirements promulgated by NJAC 5:30-5.2 “Encumbrance System” to ensure the incorporation of the directive in to our purchasing procedures. Purchases awarded by resolution will be encumbered immediately upon approval.

Implementation Date – Currently in progress – prior to year-end.

3. Finding/Condition

The audit of the Borough’s Information Technology (IT) indicated the following:

- An inventory of all software and hardware is not maintained.
- Data is backed up on a daily basis; however it is not properly secured.

- Formal policies and procedures do not exist for acceptable use of computers.
- One Borough employee is not assigned overall responsibility of Information Technology.

Recommendation

Internal controls over Information Technology be reviewed and enhanced to ensure the control environment is secure, effective and efficient.

Corrective Action Plan

The Borough has been utilizing a shared services arrangement with the Glen Rock Board of Education’s Information Technology department for the past number of years. This arrangement is beneficial to the Borough as it is a shared service, and does not require a budget appropriation. The services provided by the BOE consist mainly of trouble-shooting issues, installations, and break-fix problems. A representative does assist us with weekly back-up retrieval, where the data is stored off-site at a location on their property. The Borough has been discussing the additional aspect of “cloud” back-up with the BOE, looking at the potential of additional shared services, and will continue to research this proposal in 2012.

The Borough is in the process of creating an inventory of all hardware and software applications.

The policy manual, which is distributed and confirmed by receipt of all employees contains policies and procedures for acceptable use of computers.

At this time, the Borough relies on the shared services arrangement with the Board of Education and does not currently have an employee assigned to the overall responsibility of Information Technology. The Borough Administrator is ultimately responsible for the information technology for the Borough.

Implementation Date – currently in progress.

4. Finding/Condition

Our audit of the grant receivables in the General Capital Fund revealed numerous account balances which appeared old and inactive.

Recommendation

Prior year grant receivables in the General Capital Fund be reviewed and appropriate action be taken to clear them of record.

Corrective Action Plan

The Borough has reviewed the grant receivables in the General Capital Fund and the appropriate action has been taken to adjust the receivable balance.

Implementation Date – Complete as of 9/14/11

5. Finding/Condition

Our audit of petty cash disbursements indicated that the Borough has not adopted a formal petty cash policy.

Recommendation

The Borough adopt and implement a formal written policy regarding purchases reimbursed through the Borough's petty cash fund.

Corrective Action Plan

The borough will adopt a formal written petty cash policy and authorize by resolution a custodian of such account.

Implementation Date – Resolution #185-11 passed October 12, 2011.

6. Finding/Condition

Our audit disclosed that a detail ledger by block and lot of foreclosed property and tax title liens was not maintained by the Borough.

Recommendation

A detail ledger of foreclosed property and tax title liens be maintained by the Borough.

Corrective Action Plan

The Borough cancelled the foreclosed property on file by resolution in September 2011. The tax collector is currently researching the list of tax title liens currently on file.

Implementation Date – As per Resolution #167-11, foreclosed property cancelled, tax title lien list currently in progress.

7. Finding/Condition

Our audit revealed that the payroll deduction ledger balance was not in agreement with the reconciled bank balance. In addition, several deduction balances had debit (deficit) balances at December 31, 2010.

Recommendation

The payroll deduction ledger balances be reviewed and reconciled to the monthly bank reconciliations.

Corrective Action Plan

The payroll deduction ledger balances will be reviewed and reconciled on a monthly basis. The Borough is working with our software vendor to create a payroll agency account to assist in the reconciliation of the payroll account.

Implementation Date – Currently in progress.

8. Finding/Condition

Our audit revealed that certain miscellaneous reserves in the Other Trust Fund do not have approved dedication by riders from the State.

Recommendation

Dedication by riders be obtained or balances be disposed of for each of the miscellaneous reserves in the Other Trust Fund.

Corrective Action Plan

The Borough will review the current balance in Other Trust Fund and where applicable, make application to the State of New Jersey for Dedication by Rider status. The remaining balances will be appropriately canceled to Fund Balance. Application for Dedication by Rider for Tree Enhancement and Parking Offenses Adjudication Act Fees (POAA) funds has been made to the State of NJ by resolutions #223-11 and 224-11.

Implementation Date – Resolutions adopted 12/14/11.

9. Finding/Condition

Our audit indicated that the payment of bills approved in the official minutes of the Borough did not include payments made from the Other Trust Funds.

Recommendation

The payments of bills approved in the official minutes of the Borough include vendor claims paid from the Other Trust Funds.

Corrective Action Plan

Expenditures in all funds will now be included in the payment of bills resolution, and will be reflected in the official minutes.

Implementation Date – December 2011 payment of bills resolution, 12-28-2011.

10. Finding/Condition

Our audit of the Municipal Court revealed the following:

- Unidentified reconciling items on both the General and Bail accounts.
- The balance on account for traffic bail exceeded the bank balance by \$848.
- Only one authorized check signature is required on checks issued from both the General and Bail accounts.
- Disbursements were not made to the respective third party agencies by the 15th of the month following receipt.

Recommendation

With regards to the Municipal Court:

- Bank reconciliations contain only valid reconciling items.
- Traffic bail on account be reviewed and be in agreement with the bail account bank reconciliation.
- All checks issued from both the General and Bail accounts contain two authorized check signatures.
- Disbursements be made to each respective third party agency by the 15th of the month following receipt.

Corrective Action Plan

During 2011, the Borough has gone through a transition in the Municipal Court due to the retirement of the Municipal Court Administrator at mid-year with unresolved reconciling items outstanding. The Borough has enlisted the resource of a shared service for Municipal Court Administrator with the Village of Ridgewood, which has proved to be an asset for the Borough. A priority agenda was set to allow the municipal court to function in light of the unexpected departure of the municipal court administrator. To date, the General account is in proof, and the bail account will be adjusted prior to year end. The Borough is currently making application with our bank to add the current Court Administrator on both the Bail and General account for dual authorized check signatures. Disbursement have been make to each respective third party agency by the 15th of the month following receipt.

Implementation Date – Currently in progress – prior to year’s end.

11. Finding/Condition

Our audit of the various Municipal Departments revealed the following:

- Formal cash receipt journals were not maintained.
- Monthly financial reports were not prepared.
- Prenumbered receipts were not issued for certain fees collected.

Recommendation

A formalized accounting and reporting system be implemented for amounts collected by the various municipal departments to ensure that cash receipt journals are maintained to account for all funds received, financial reports are prepared monthly and reconciled with the Finance Office and each amount collected is supported by a prenumbered receipt.

Corrective Action Plan

The Borough is reviewing the process and procedures for submission of cash receipts. The Borough has used, and will continue to use prenumbered receipts, that have been issued, logged and tracked to each department. The Borough will now require each revenue item be logged into a spreadsheet, submitted on a monthly basis to the Chief Finance Officer, having a tally of the monthly transactions that can be cross-checked against the central revenue receipt ledger in the office of the Tax Collector.

Implementation Date – currently in progress – prior or year’s end.

12. Finding/Condition

Our audit revealed that Financial Disclosure Statements of certain Borough officials were not available for the fiscal year ended December 31, 2010.

Recommendation

Financial Disclosure Statements be completed and retained on file for the applicable Borough officials.

Corrective Action Plan

All 2011 Financial Disclosure forms submitted are available in the office of the Borough Clerk. For 2012, the Borough will maintain a checklist of Borough Officials required to complete Financial Disclosure Statements, and contact those who do not comply with submission of such Statements, verifying the attempt to retain the necessary documentation by certified mail.

Implementation Date – For 2012 submission of Financial Disclosure Statements

13. Finding/Condition

Our audit of tax overpayments indicated the amount per the Current Fund general ledger exceeds the amount in the subsidiary overpayment report.

Recommendation

The tax overpayment balance in the Current Fund general ledger be reconciled to the subsidiary tax overpayment ledger.

Corrective Action Plan

Per Resolution #167-11, tax overpayments have been adjusted to reflect the correct amount in the subsidiary tax overpayment ledger.

Implementation Date – September 14, 2011.

14. Finding/Condition

The audit indicated that the Borough's ordinance fixing the compensation of certain officers and employees did not include certain compensation paid to Borough officers and employees.

Recommendation

All compensation paid to officers and/or employees of the Borough be included in the Borough's ordinance fixing compensation amounts.

Corrective Action Plan

The Borough will review the discrepancies and adjust the Salary Ordinances accordingly to accurately reflect compensation amounts for Borough employees. An ordinance was introduced on December 14, 2011, as a supplement to the original salary ordinance authorized earlier in 2011 with

adjustments to certain salary ranges. The public hearing and adoption of the ordinance is scheduled for December 28, 2011.

Implementation Date – Ordinance #1648 adopted December 28, 2011.

15. Finding/Condition

The audit of cash indicated the following:

- Certain bank reconciliations contain old outstanding checks and reconciling items.
- Standardized bank reconciliation forms are not utilized.
- Monthly bank reconciliations are undertaken by various Borough employees with no centralized oversight.

Recommendation

Standardized bank reconciliation procedures be developed and implemented and the monthly bank reconciliation process be centralized.

Corrective Action Plan

The Borough has had cooperation from both the tax collector’s office and the finance office to conduct the bank reconciliations on a monthly basis. Due to staffing levels in the finance department, this arrangement has been beneficial to both deviate job responsibilities and account accesses. While the Borough understands the benefit for a uniform and centralized reconciliation process, we must utilize the staff available to perform such functions. With that understand, the Borough will undergo a review of the current personnel and the bank reconciliation procedures and develop a uniform reconciliation authorization for the Chief Finance Officer to review and sign off on for each account.

Implementation Date – Currently in progress – prior to year’s end.

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 Authorizing Purchase of Pumpex Impeller

Resolution No. 76-12

Offered by Council Member Orseck

Seconded by Council Member Biggs

PURCHASE OF PUMPEX KP152 IMPELLER FROM THE TOWNSHIP OF LITTLE FALLS

WHEREAS, the Township of Little Falls, County of Passaic, New Jersey has requested a proposal from the Borough of Glen Rock for the purchase of a Pumpex KP152 Impeller;

WHEREAS, Robert Tirserio, Director of Public Works, has requested the purchase of the discontinued KP 152 Impeller for a purchase price of \$4,356.00; and

WHEREAS, Lenora Benjamin, CFO has certified that Capital Funds are available for purchase of the KP152 Impeller; and

WHEREAS, the Mayor and Council of the Borough of Glen Rock agree that it is in the best interest of the Borough of Glen Rock to execute such proposal as a gesture of cooperation and shared services between local municipalities; and

NOW, THEREFORE BE IT RESOLVED, that the Borough of Glen Rock will purchase the Pumpex KP152 Impeller from the Township of Little Falls for a purchase price of \$4,356.00.

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

7. Resolution Authorizing Purchase of Pump Parts

Resolution No. 77-12

Offered by Council Member Orseck

Seconded by Council Member Biggs

PURCHASE OF SPARE PARTS FOR CORNWALL PUMP STATION

WHEREAS, Robert Tirserio, Director of Public Works, has requested the purchase of two K152-3275 Shaft Seals and one K152-3275 O-Ring Kit, from R & R Pump & Control Services, LLC for spare parts for our Cornwall Pump Station, for a purchase price of \$6,620.50; and

WHEREAS, Robert Tirserio has advised the Finance Department that these parts are being phased out; and

WHEREAS, Lenora Benjamin, CFO has certified that Capital Funds are available for purchase of the Cornwall Pump Station; and

WHEREAS, the Mayor and Council of the Borough of Glen Rock agree that it is in the best interest of the Borough of Glen Rock to maintain an inventory of these spare parts; and

NOW, THEREFORE BE IT RESOLVED, that the Borough of Glen Rock will purchase the K152-3275 Shaft Seals and O-Ring Kit from R & R Pump & Control Services, LLC for a purchase price of \$6,620.50.

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

Motion to accept consent agenda by Council Member Orseck
Seconded by Council Member Biggs

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

5. RESOLUITON 2012 BUDGET INTRODUCTION

Resolution No. 78-12

Offered by Council Member Pazan

Seconded by Council Member O’Hagan

MUNICIPAL BUDGET NOTICE

Section 1

Municipal Budget of the Borough of Glen Rock, County of Bergen for the fiscal year 2012.

***BE IT RESOLVED*, that the following statement of revenues and appropriations shall constitute the Municipal Budget for the year 2012, in the amount of \$17,027,328 and**

***BE IT RESOLVED*, that said Budget be published in the Record in the issue of March 19, 2012, and**

The Governing Body of the Borough of Glen Rock does hereby approve the following as the Budget for the year 2012.

RECORDED VOTE:

ROLL CALL:

AYES NAYS ABSTAINED

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

Notice is hereby given that the Budget Tax Resolution was approved by the Mayor and Council of the Borough of Glen Rock, County of Bergen, on March 14, 2012.

A hearing on the Budget Tax Resolution will be held at the Municipal Building on April 11, 2012, at 8:00 p.m. at which time and place objections to said Budget and Tax Resolution for the year 2012 may be presented by taxpayers or other interested persons.

6. ORDINANCES

Ordinance Procedure: # 1653 (Bond Ordinance)

Date of Final Reading: March 14, 2012

Date of Introduction: February 29, 2012

A motion to open public discussion on this ordinance was made by Council member Pazan, seconded by Council member Surrago. All were in favor

A motion to close public discussion on this ordinance was made by Council member Pazan, seconded by Council member Surrago. All were in favor

Council Resolution # 79-12

Introduced: Council Member Pazan

Seconded Council Member Surrago

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 AUTOMOTIVE VEHICLE, 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 \$1,210,800 TO PAY THE COST THEREOF, TO APPROPRIATE A COUNTY GRANT, TO MAKE A DOWN PAYMENT OR FULLY OR PARTIALLY FUND APPROPRIATIONS FROM THE CAPITAL IMPROVEMENT FUND, TO APPROPRIATE CAPITAL SURPLUS, 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 passed upon second and final reading, and that the Borough Clerk be, and is hereby authorized and directed, to advertise the same according to law by publishing the same by title in the Bergen Record.

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 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 AUTOMOTIVE VEHICLE, 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 \$1,210,800 TO PAY THE COST THEREOF, TO APPROPRIATE A COUNTY GRANT, TO MAKE A DOWN PAYMENT OR FULLY OR PARTIALLY FUND APPROPRIATIONS FROM THE CAPITAL IMPROVEMENT FUND, TO APPROPRIATE CAPITAL SURPLUS, 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 make various public improvements and to acquire new additional or replacement equipment and machinery, new communication and signal systems equipment, new information technology equipment and a new automotive vehicle, including original apparatus and equipment, in, by and for said Borough, as more particularly described in Section 4 hereof. The cost of the improvements includes all work, materials and appurtenances necessary and suitable therefor.

Section 2. There is hereby appropriated to the payment of the cost of making the improvements described in Sections 1 and 4 hereof (hereinafter referred to as "purposes"), the respective amounts of money hereinafter stated as the appropriation for said respective purposes. Said appropriation shall be met from the proceeds of the sale of the bonds authorized, and the County grant, the Capital Improvement Fund moneys (either to make a down payment or to fully or partially fund appropriations) and Capital Surplus appropriated, by this ordinance. Said improvements shall be made as general improvements and no part of the cost thereof shall be assessed against property specially benefited.

Section 3. It is hereby determined and stated that the making of such improvements is not a current expense of said Borough.

Section 4. The several purposes hereby authorized for the financing of which said obligations are to be issued are set forth in the following "Schedule of Improvements, Purposes and Amounts" which schedule also shows (1) the amount of the appropriation and the estimated cost of each such purpose, and (2) the amount of each sum which is to be provided by the County grant hereinafter appropriated, and (3) the amount of each sum which is to be provided by the appropriation from the Capital Improvement Fund hereinafter made to either fully or partially fund the appropriation or to provide a down payment, and (4) the amount of each sum which is to be provided by Capital Surplus of the Borough hereinafter appropriated, and (5) the estimated maximum amount of bonds and notes to be issued for each such purpose, and (6) the period of usefulness of each such purpose, according to its reasonable life, computed from the date of said bonds:

SCHEDULE OF IMPROVEMENTS, PURPOSES AND AMOUNTS

A. Undertaking of the 2012 Street Resurfacing Program at various locations in the Borough. It is hereby determined and stated that said streets being improved are of "Class B" or equivalent construction as defined in Section 22 of the Local Bond Law (Chapter 2 of Title 40A of the New Jersey Statutes Annotated, as amended; the "Local Bond Law").

Appropriation and Estimated Cost	\$ 120,000
Down Payment Appropriated	\$ 115,300
Bonds and Notes Authorized	\$ 4,700
Period of Usefulness	10 years

B. (i) Acquisition of new additional or replacement equipment and machinery consisting of a front end loader for the use of the Department of Public Works and (ii) undertaking of the following public improvements: (a) installation of exterior and interior signs at the Municipal Building and (b) undertaking drainage improvements at various locations.

Appropriation and Estimated Cost	\$270,000
Down Payment Appropriated	\$ 12,900
Bonds and Notes Authorized	\$257,100
Period of Usefulness	15 years

C. Upgrading and repair of various sewer pump stations.

Appropriation and Estimated Cost	\$ 70,000
Down Payment Appropriated	\$ 3,350
Bonds and Notes Authorized	\$ 66,650
Period of Usefulness	40 years

D. Acquisition of new additional or replacement equipment and machinery and a new automotive vehicle, including original apparatus and equipment, for the use of the Police Department consisting of (i) in-vehicle cameras and (ii) an SUV.

Appropriation and Estimated Cost	\$ 75,000
Capital Surplus Appropriated	\$ 75,000
Period of Usefulness	5 years

E. Acquisition of new information technology equipment consisting of a computer server for the use of the Administration.

Appropriation and Estimated Cost	\$ 5,400
Capital Surplus Appropriated	\$ 5,400
Period of Usefulness	7 years

F. Acquisition of new additional or replacement equipment and machinery, new information technology equipment and new communication and signal systems equipment for the use of the Fire Department consisting of (i) turnout gear, (ii) mapping technology equipment, (iii) self-contained breathing apparatus bottles, (iv) a mobile radio, (v) pagers, (vi) portable radios and (vii) cots.

Appropriation and Estimated Cost	\$ 35,400
Capital Surplus Appropriated	\$ 19,600
Capital Improvement Fund Appropriated	\$ 15,800
Period of Usefulness	5 years

G. Undertaking of the following improvements at the Municipal Pool: (i) upgrading of the Women’s Shower and (ii) replacement of the shade canopy.

Appropriation and Estimated Cost	\$ 25,000
Capital Improvement Fund Appropriated	\$ 25,000
Period of Usefulness	10 years

H. Renovation of Wilde Park.

Appropriation and Estimated Cost	\$ 60,000
County Grant Appropriated	\$ 30,000
Down Payment Appropriated	\$ 1,450
Bonds and Notes Authorized	\$ 28,550
Period of Usefulness	15 years

I. Supplemental funding for the undertaking of parking improvements at Faber Field Complex and construction of a joint Recreation/Recycling Building on Doremus Avenue. It is hereby determined and stated that the Borough has heretofore appropriated the sum of \$400,000 for such improvement pursuant to Ord. No. 1602 adopted on June 10, 2009.

Appropriation and Estimated Cost	\$ 550,000
Down Payment Appropriated	\$ 26,200
Bonds and Notes Authorized	\$ 523,800
Period of Usefulness	15 years

Aggregate Appropriation and Estimated Cost	\$1,210,800
County Grant Appropriated	\$ 30,000
Aggregate Capital Surplus Appropriated	\$ 100,000
Aggregate Capital Improvement Fund	
Appropriated either as a Down Payment or	
to Fully or Partially Fund Appropriations	\$ 200,000
Aggregate Amount of Bonds and Notes	
Authorized	\$ 880,800

Section 5. The cost of such purposes, as hereinbefore stated, includes the aggregate amount of \$75,000 which is estimated to be necessary to finance the cost of such purposes, 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 6. The sum of \$30,000 received or to be received as a grant from the County of Bergen Open Space, Recreation, Farmland and Historic Preservation Trust Fund is hereby appropriated to the payment of the cost of the Wilde Park improvements authorized in Section 4.H hereof.

Section 7. The sum of \$100,000 is hereby appropriated from Capital Surplus of the Borough to the payment of the cost of the improvements authorized in Sections 4.D, 4.E and 4.F hereof.

Section 8. It is hereby determined and stated that moneys exceeding \$200,000, 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 purposes. The sum of \$200,000 is hereby appropriated from such moneys to the payment of the cost of said purposes.

Section 9. To finance said purposes, bonds of said Borough of an aggregate principal amount not exceeding \$880,800 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 10. To finance said purposes, bond anticipation notes of said Borough of an aggregate principal amount not exceeding \$880,800 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 11. 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 12. It is hereby determined and declared that the average period of usefulness of the purposes to be financed with bonds or notes, according to their reasonable lives, taking into consideration the respective amounts of bonds or notes authorized for said purposes, is a period of 16.86 years computed from the date of said bonds.

Section 13. 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 \$880,800 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 14. Any private contributions, any funds received from 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 purposes (other than the County grant hereinbefore appropriated which shall be applied to the cost of such purposes, but shall not be applied to the payment of outstanding bond anticipation notes and the reduction of the amount of bonds authorized), shall be applied to the payment of the cost of such purposes, or, if bond anticipa-

tion notes have been issued, to the payment of the bond anticipation notes, and the amount of bonds authorized for such purposes shall be reduced accordingly.

Section 15. The Borough intends to issue the bonds or notes to finance the cost of the improvements described in Sections 4.A, 4.B, 4.C, 4.H and 4.I of this bond ordinance. If the Borough incurs such costs prior to the issuance of the bonds or notes, the Borough hereby states its reasonable expectation 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 16. 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 17. 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 18. This ordinance shall take effect twenty days after the first publication thereof after final passage.

Ordinance Procedure: # 1654 (Pool Fees)
Date of Final Reading: March 14, 2012
Date of Introduction: February 29, 2012

A motion to open public discussion on this ordinance was made by Council member Orseck, seconded by Council member O'Hagan. All were in favor

A motion to close public discussion on this ordinance was made by Council member Orseck, seconded by Council member O'Hagan. All were in favor

Council Resolution #80-12
Introduced: Council Member Orseck
Seconded Council Member O'Hagan

AN ORDINANCE TO AMEND CHAPTER 101 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF GLEN ROCK - 1971 AS AMENDED ENTITLED "FEES"; BEING AN ORDINANCE COVERING FEES CHARGED BY VARIOUS AGENCIES, BUREAUS AND DEPARTMENTS WITHIN THE BOROUGH OF GLEN ROCK: TO AMEND FEES CHARGED FOR POOL MEMBERSHIP, PROGRAMS AND ACTIVITIES

Be passed upon second and final reading, and that the Borough Clerk be, and is hereby authorized and directed, to advertise the same according to law by publishing the same by title in the Bergen Record.

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

**BOROUGH OF GLEN ROCK
 ORDINANCE NO. 1654**

AN ORDINANCE TO AMEND CHAPTER 101 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF GLEN ROCK - 1971 AS AMENDED ENTITLED "FEES"; BEING AN ORDINANCE COVERING FEES CHARGED BY VARIOUS AGENCIES, BUREAUS AND DEPARTMENTS WITHIN THE BOROUGH OF GLEN ROCK: TO AMEND FEES CHARGED FOR POOL MEMBERSHIP, PROGRAMS AND ACTIVITIES

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

Section I. Chapter 101 of the Revised General Ordinances of the Borough of Glen Rock 1971 as amended being an Ordinance entitled "Fees" is hereby amended as to the following sections:

A. Section 101-5 entitled "Municipal Pool Facility" is hereby amended and supplemented as follows:

1. Section A. entitled "Pool Badge" is deleted in its entirety and replaced with the following:

“A. Pool Membership.

1. **General Membership:**

Badge Issued before May 16 Badge Issued after May 16

A. Non-Walking Toddler	Free	Free
B Walking to 5 years Old	\$35	\$40
C Age 6 to 11 (adult supervision required)	\$60	\$70
D Age 12 to 17	\$70	\$80
E Age 18 to 61	\$100	\$110
F Senior Age 62+	\$20	\$25
G Family Membership Cap (does not include nonresident care giver)	\$340	\$380
H Care Giver	\$150	\$175
I Adult Resident Daily Fee (w/ Res. ID card)	\$25	\$25

- | | | |
|---|---------------------------------------|--------------------------------------|
| 2. Lap Swimming - Resident: | Badge Issued
before May 16 | Badge Issued
after May 16 |
| A Early Morning Club (18 - 61 yrs. old) | \$50 | \$50 |
| B Early Morning Club (62 yrs. and older) | \$20 | \$20 |
| | | |
| 3. Lap Swimming - Non-Resident: | Badge Issued
before May 16 | Badge Issued
after May 16 |
| A Early Morning Club/General Lap (All ages) | \$325 | \$325 |
| B 10 Trip Lap Swimming Coupon Book | \$100 | \$100 |
| C Per Diem (All Ages) | \$12 | \$12 |
| | | |
| 4. Non Resident Daily Guests:¹ | Badge Issued
before May 16 | Badge Issued
after May 16 |
| A Adult (18-61 years old) | \$10 | \$10 |
| B Senior Citizens (62 years old and over) | \$5 | \$5 |
| C Child (5-17 years old) | \$5 | \$5 |
| | | |
| 5. General conditions for issuance of badge. | | |
| a. Two forms of proof of residency are required to obtain a badge, consisting of a driver's license and either a tax or utility bill. | | |
| b. Glen Rock employees are permitted to purchase pool memberships at resident rates. | | |
| c. Nonresident taxpayers will be eligible to purchase pool memberships at resident rates, with proper identification consisting of a current year tax bill and a driver's license. Pool memberships will be limited to immediate family only (spouse/children). | | |
| d. "Care giver" is defined as someone who cares for a resident badge holder, whether it be a child or a senior citizen. | | |
| e. Fire and ambulance volunteers, spouses and resident children only: free. | | |
| f. Guests must be accompanied by a resident with membership badge or ID card, even with the booklet guest passes. A booklet pass will be presented at the gate with the badge holder present and exchanged for a wristband. The badge holder must accompany the guest in the pool at all times, as they are the responsible party. A badge holder must be 11 years old to purchase a daily guest badge. | | |

¹[Must be accompanied by a Resident Member](#)

g. The cutoff date for age is July 15 of the pool year.

h. Lost badges may be replaced for a fee of \$5.”

B. Section B entitled “**Pool shack, child summer program**” is deleted in its entirety and replaced with the following:

“B. General Programs:

1. Shack Summer Day Camp (Residents Only):

a. 1 Camper -	\$100
b. 2 Campers -	\$200
c. Three or more campers -	\$250

2. Swim Team (Residents Only):

a. 1 Swimmer	\$40
b. 2 Swimmers	\$65
c. 3 Swimmers	\$90
d. 4 Swimmers	\$110

3. Kindergarten Swim (Residents Only).

a. Per swimmer	\$30
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4. Initial Lifeguard Certification Course
(Includes CPR, ADE, LG and FA)

a. Staff Registration	\$250
b. General Public Registration	\$325

5. Lifeguard Re-Certification Course
(Includes CPR, AED, LG and FA)

a. Staff Registration	\$50
b. General Public Registration	\$125

6. CPR, AED, LG and FA Re-Certification Course:

a. Staff Registration	\$25
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- b. General Public Registration \$50
- 7. Rutgers S.A.F.E.T.Y. Coaches Certification Course**
- a. General Public Registration \$30
- 8. Pool Pavilion Rental Fee**
- a. Initial fee/deposit \$150
\$50 refund if no violation of Borough Rules and Regulations.
- 9. Memorial Park Picnic Area Rental Fee**
(50 or more people only)
- a. Initial fee/deposit \$150
\$50 refund if no violation of Borough Rules and Regulations.
- 10. HSA Entire School Parties/Private Parties**
(400 person maximum)
- a. Rental Fee/Party \$750
- 11. HSA Graduation Pool Parties/Private Parties**
(Main Pool Open - Children Pool Closed)
- a. Rental Fee/hour \$125
- 12. Athletic Field Rental Fee**
(Third Party Organizations)
- a. Rental Fee/hour/field \$75

Section II. VALIDITY-SEVERABILITY If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be held invalid by a court of competent jurisdiction, such judgment shall not affect or invalidate the remainder of this Ordinance but such judgment shall be confined in its operation to the section, paragraph, subdivision or clause directly involved in the controversy in which said judgment shall have been rendered.

Section III All Ordinances or parts of Ordinances inconsistent with the provisions hereof are hereby repealed.

Section IV This Ordinance shall take effect upon passage as required by law.

Ordinance Procedure: # 1655 (Parking Violations and Penalties)
Date of Final Reading: March 14, 2012
Date of Introduction: February 29, 2012

A motion to open public discussion on this ordinance was made by Council member Biggs, seconded by Council member Nogara. All were in favor

A motion to close public discussion on this ordinance was made by Council member Biggs, seconded by Council member Nogara. All were in favor

Council Resolution #81-12

Introduced: Council Member Biggs

Seconded Council Member Nogara

AN ORDINANCE TO AMEND CHAPTER 150 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF GLEN ROCK - 1971 AS AMENDED, ENTITLED "PARKING" BEING AN ORDINANCE ESTABLISHING REGULATIONS FOR PARKING ON PUBLIC OR PRIVATE PROPERTY WITHIN THE BOROUGH; TO PROVIDE FOR MODIFICATIONS TO PARKING VIOLATIONS AND PENALTIES AND TO ESTABLISH PROCEDURES TO IMPOUND VEHICLES WITH OUTSTANDING WARRANTS

Be passed upon second and final reading, and that the Borough Clerk be, and is hereby authorized and directed, to advertise the same according to law by publishing the same by title in the Bergen Record.

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. 1655**

**AN ORDINANCE TO AMEND CHAPTER 150 OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF GLEN ROCK - 1971 AS AMENDED, ENTITLED "PARKING" BEING AN ORDINANCE ESTABLISHING REGULATIONS FOR PARKING ON PUBLIC OR PRIVATE PROPERTY WITHIN THE BOROUGH;
TO PROVIDE FOR MODIFICATIONS TO PARKING VIOLATIONS AND PENALTIES AND TO ESTABLISH PROCEDURES TO IMPOUND VEHICLES WITH OUTSTANDING WARRANTS**

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

Section I - Chapter 150, of the Revised General Ordinances of the Borough of Glen Rock 1971, as amended, entitled "Parking" is hereby amended being an Ordinance entitled "Parking" is hereby amended as to the following subsections:

1. Subsection §150-4 entitled "Violations and Penalties" is hereby deleted in its entirety and replaced with the following:

“§150-4. **Violations and penalties.**

Violations and penalties. Unless another penalty is expressly provided by statute, every individual in violation of this article, shall be liable to the following penalties:

- A. For the first five (5) violations within any calendar year: \$50.00 per violations; and
- B. For any subsequent violation within the same calendar year: \$100 per violation.”

2. Subsection §150-7 entitled “**Employee Parking**” is hereby amended by deleting article E. “Violations” in its entirety to be replaced with the following:

“E. **Violations.**

Every individual in violation of any provision of this section shall be liable for the following:

- 1. The applicant/employer, employee or transferee, where applicable, shall be liable for the following penalties:
 - (a) Every employer who shall fail to register any full-time employee, as defined and as required herein, shall be liable for a penalty of not less than \$50.00 nor greater than \$250.00 per offense.
 - (b) Every employer or employee who shall fail to obtain an employee parking permit shall be liable for a penalty of not less than \$50 nor greater than \$500 per offense.
 - (c) Every individual who shall illegally use an employee parking identification marker for his or her vehicle shall be liable for a penalty of not less than \$100 nor greater than \$250 per offense.
 - (d) Every individual who shall knowingly and intentionally transfer an employee identification marker to a non-employee shall be liable for a penalty not less than \$100 nor greater than \$250 per offense.
 - (e) Every employee who shall fail to park his/her/their vehicle in the designated employee parking areas as set forth in Schedule A, as required herein, shall be liable for a penalty of not less than \$50 nor greater than \$250 per offense.
- 2. Separate violations: Each violation of any of the provisions of this article and each day that each such violations shall continue shall be deemed to be a separate and distinct offense.”

3. Subsection §150-8 entitled “**Resident Parking Area**” is hereby amended by deleting article E “Violations” to be replaced with the following:

“E. **Violations.**

Every individual in violation of any provision of this section shall be liable for the following:

1. The individual shall be subject to the following penalties:
 - (a) Every individual who shall illegally affix a resident parking identification marker to his or her vehicle shall be liable for a penalty of not less than \$100.00 nor greater than \$250 or per offense.
 - (b) Every individual who shall knowingly and intentionally transfer a resident identification marker to a nonresident shall be liable for a penalty of not less than \$100 nor greater than \$250 per offense.
2. Separate violations: Each violation of any of the provision of this sections and each day that each such violation shall continue shall be deemed to be a separate and distinct offence.”
4. Subsection §150-9 entitled “**Metered Parking**” is hereby amended by deleting article F “Violations” to be replaced with the following:

“F. **Violations.** Every individual person in violation of any provision of this section (hours of parking) shall be liable for a penalty in accordance with the following schedule:

 - (a) First through fifth violation in one calendar year: \$25 each.
 - (b) Sixth through 10th violation in one calendar year: \$50 each.
 - (c) Eleventh through 15th violation in one calendar year: \$70 each.
 - (d) Sixteenth and each succeeding violation in one calendar year: \$100 each.
2. **Maximum Penalties:**
 - (a) For a violation of any provision of this section, the maximum penalty shall be a penalty not exceeding \$1,000.00, and/or a period of community service not exceeding 90 days.
 - (b) Application. The maximum penalty is not intended to state an appropriate penalty for each and every violation. Any lesser penalty, including a nominal penalty, may be appropriate for a particular case or a particular violation.
3. Separate violations: Each violation of any of the provisions of this section and each day that each such violation shall continue shall be deemed to be a separate and distinct offense.”
5. Subsection 150-10 “**Hourly Parking**” is hereby amended by deleting articles A and B to be replaced with the following:

“A. Every individual in violation of any provision of this sections shall be liable for penalties in accordance with the following schedule:

 - (1) First through fifth violation in one calendar year: \$25 each.

- (2) Sixth through 10th violation in one calendar year: \$50 each.
- (3) Eleventh through 15th violation in one calendar year: \$70 each.
- (4) Sixteenth and each succeeding violation in one calendar year: \$100 each.

(B) **Maximum Penalties.**

- (1) For a violation of any provision of this section, the maximum penalty shall be a penalty not exceeding \$1,000 and/or a period of community service not exceeding 90 days.
- (2) Application. The maximum penalty is not intended to state an appropriate penalty for each and every violation. Any lesser penalty, including a nominal penalty, may be appropriate for a particular case or a particular violation.

6. Subsection §150-11 entitled "**Dedicated Resident-Non Resident Parking Area**" is amended by deleting article G "Violations" to be replaced with the following:

"G. Violations. For violation of any provision of this section, the penalty shall be as follows:

- (1) Every individual shall be subject to the following penalties:
 - (a) Every individual who shall illegally park in a dedicated parking space shall have his/her vehicle towed, at his or her sole cost and expense, and shall be liable for a penalty of not less than \$100, nor greater than \$250, per offense.
 - (b) Any individual who shall fail to display a parking permit placard shall be liable for a penalty not less than \$50, nor greater than \$500, per offense.
- (2) Separate violations. Each violation of any of the provision of this section and each day that each such violation shall continue shall be deemed to be as a separate and distinct offence."

7. There are added thereto a new sections 150-13 and 150-14 to read as follows:

"150-13. Impoundment or immobilization of vehicles with outstanding warrants.

A. Pursuant to the provisions of N.J.S.A. 39:4-139.13, as amended and supplemented, the Police Department is hereby authorized to impound or immobilize any vehicle found within the Borough of Glen Rock in the event that there is an outstanding warrant issued against the vehicle.

B. Except for vehicles owned by lessors who have complied with the provisions of N.J.S.A. 39:4-139.5, as amended and supplemented, if the outstanding warrants(s) are not paid by midnight on the 30th day following the day on which the vehicle was impounded or immobilized, the vehicle may be sold at a public auction. The Police Department shall

give notice of the sale by certified mail to the owner, if the name and address are known, and to the holder of any security interest filed with the Director and by publication in a form to be prescribed by the Director by one insertion, at least five days before the date of the sale, in one or more newspapers published in this state and circulating in the Borough of Glen Rock.

C. At any time prior to the sale, the owner of the motor vehicle or other person entitled to the motor vehicle may claim possession of the motor vehicle upon payment of the reasonable costs of removal and storage of the motor vehicle, any fine or penalty and court costs assessed against him for a violation that gave rise to the impoundment or immobilization of the motor vehicle and any outstanding warrants against the vehicle; however, the owner-lessor of a motor vehicle who has complied with the provisions of N.J.S.A. 39:4-139.5, as amended and supplemented, shall be entitled to reclaim possession without payment and the lessee shall be liable for any fine, penalty, court costs and outstanding warrants against the vehicle.

D. Any proceeds obtained from the sale of a vehicle at a public auction pursuant to this section in excess of the amount owed to the Borough for the reasonable costs of removal and storage of the motor vehicle, any fine or penalty and court costs assessed for any violation that gave rise to the impoundment or immobilization of the vehicle and any outstanding warrants against the vehicle shall be returned to the owner of the vehicle, if his name and address are known.

150-14. Right to Hearing.

A. **Right to hearing.** As to any vehicle impounded pursuant to the Glen Rock Code or to state statutes, by or at the request of the Borough of Glen Rock, its agents or employees, a person who has a legal entitlement to possession of the vehicle has a right to a post-seizure administrative hearing to determine whether there was probable cause to impound the vehicle, if such person files a written demand with the Borough Administrator within the (10) days after such person has learned such vehicle has been impounded or within ten (10) days after the mailing of the notice of stored vehicle, whichever occurs first. The notice of stored vehicle shall be sent in the mail to the legal and registered owner and to the garage where the vehicle is stored within 48 hours, excluding weekends and holidays, after impounding and storage of the vehicle.

B. Conduct of the hearing.

A hearing shall be conducted before a hearing officer designated by the Borough Administrator within 48 hours of receipt of a written demand therefor from the person seeking the hearing, unless such person waives the right to a speedy hearing. Saturdays, Sundays and state holidays are to be excluded from the calculation of the forty-eight-hour period. The hearing officer shall be someone other than the person who directed the impounding and storage of the vehicle. The sole question before the hearing officer shall be whether there was probable cause to impound the vehicle in question. The phrase "probable cause to impound" shall mean such a state of facts as would lead a person of ordinary care and prudence to believe that there was sufficient breach of local, state or federal law to grant legal authority for the removal of the vehicle.

C. **Hearing Procedure.** The hearing officer shall conduct the hearing in an informal manner and shall not be bound by technical rules of evidence. The person demanding the hearing shall carry the burden of establishing that such person has the right to possession of the vehicle. The Borough shall carry the burden of establishing that there was probable cause to impound the vehicle in question. At the conclusion of the hearing, the hearing officer shall prepare a written decision. A copy of such decision shall be provided to the person demanding the hearing and the registered owner of the vehicle (if not the person requesting the hearing). The hearing officer's decision in no way affects any criminal or motor vehicle proceeding in connection with the impounding question and any criminal or motor vehicle charges involved in such proceeding may only be challenged in the appropriate court. The decision of the hearing officer is final. Failure of the registered or legal owner or his agent to request a hearing within the provisions of this section or to attend a scheduled post-seizure hearing shall be deemed a waiver of the right to such hearing.

D. **Decisions of the hearing officers and their effect.** The hearing officer shall only determine that, as to the vehicle in issue, either there was probable cause to impound the vehicle or there was no such probable cause. In the event that the hearing officer determines that there was no probable cause, the hearing officer shall prepare and date a certificate of no probable cause, copies of which shall be given to the possessor (owner or other person entitled to possession) of the vehicle and the Borough. Upon receipt of the possessor's copy of such certificate, the custodian, towing company, or such, of the vehicle shall release the vehicle to its possessor. Upon a finding of no probable cause, towing and storage fees shall be paid by the Borough. If the possessor fails to present such certificate to the person having custody of the vehicle within 24 hours of its receipt, excluding such days when the custodian of the vehicle is not open for business, the possessor shall assume liability for all subsequent storage charges. Such certificate shall advise the possessor of such requirement.”

Section II. VALIDITY-SEVERABILITY If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be held invalid by a court of competent jurisdiction, such judgment shall not affect or invalidate the remainder of this Ordinance but such judgment shall be confined in its operation to the section, paragraph, subdivision or clause directly involved in the controversy in which said judgment shall have been rendered.

Section III All Ordinances or parts of Ordinances inconsistent with the provisions hereof are hereby repealed.

Section IV This Ordinance shall take effect upon passage as required by law.

Ordinance Procedure # 1657 (Non-Union Salary Ordinance)

Date of Introduction: March 14, 2012

Council Resolution # 82-12

Introduced by Council Member Nogara

Seconded by Council Member Orseck

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 March 28, 2012 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. 1657**

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>ADMINISTRATIVE & EXECUTIVE</u>		
Borough Administrator	\$35,000.00	55,000.00
Borough Clerk	40,000.00	78,000.00
Clerk Secretary	29,000.00	55,000.00
Part Time – Clerical	7.25 per hour	34.00 per hour
Part Time – Computer Consultant	20.00 per hour	50.00 per hour
<u>FINANCE</u>		
Chief Financial Officer	40,000.00	90,000.00
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
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ASSESSMENT & COLLECTION

Assessor	25,000.00	39,000.00
Assistant Assessor	6,000.00	46,000.00
Collector-Cashier	40,000.00	67,000.00
Assistant Cashier	8,000.00	46,000.00
Part Time Clerical	7.25 per hour	30.00 per hour

LEGAL

Borough Attorney	1,000.00	13,000.00
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MUNICIPAL COURT

Judge	10,000.00	22,000.00
Court Administrator	30,000.00	27,000.00
Deputy Court Administrator	20,000.00	48,000.00

PUBLIC BUILDING

Custodian	30,000.00	68,000.00
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POLICE DEPARTMENT

Chief	85,000.00	148,000.00
Captain	80,000.00	140,000.00
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	104,000.00
Plumbing Inspector	20,000.00	33,000.00
Electrical Inspector	20,000.00	30,000.00
Technical Asst/Office Mgr.	20,000.00	51,000.00
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	7.25 per hour	24.00 per hour
Fire Prevention Secretary	7.25 per hour	18.00 per hour

ZONING & PLANNING

Land Use Administrator	6,000.00	34,000.00
Zoning Official	15,000.00	34,000.00
Zoning/Planning Board Secty	15,000.00	36,000.00

PUBLIC WORKS

Director	50,000.00	102,000.00
Office Secretary/Clerical	30,000.00	51,000.00
Clerical	7.25 per hour	34.00 per hour
Seasonal Help	7.25 per hour	22.00 per hour
Litter Patrol	7.25 per hour	10.00 per hour
Sidewalk Inspector	1,500.00	4,400.00
Storm Water Mngmt Coord.	1,000.00	4,400.00
Sewer Operations consultant	1,000.00	7,000.00

RECYCLING

Recycling Coordinator	40,000.00	83,000.00
Landfill Attendant	7.25 per hour	34.00 per hour
Recycling Attendants	7.25 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	54,000.00
Shack Supervisor	2,000.00	4,000.00
Playground Counselors	7.25 per hour	18.00 per hour
Kindergarten Swim Director	7.25 per hour	30.00 per hour
Kindergarten Swim Assistant	7.25 per hour	25.00 per hour

POOL

Manager	5,500.00	17,000.00
Assistant Manager	3,200.00	14,000.00
Swim Team Coach	1,000.00	3,000.00
Assistant Swim Team coach	1,000.00	3,000.00
Lifeguard	7.25 per hour	17.00 per hour
Gate	7.25 per hour	13.00 per hour
Pool maintenance	7.25 per hour	26.00 per hour

LIBRARY

Director	65,000.00	93,000.00
Assistant Director	50,000.00	69,000.00
Supervising Children's Libr.	40,000.00	56,000.00
Adminis. Secy./Bookkeeper	34,000.00	50,000.00
Supervising Library Assist.	27,000.00	42,000.00
Senior Library Assistant	25,000.00	39,000.00
Library Assistant	21,500.00	34,000.00
Children's Room Library Asst	21,500.00	34,000.00
Custodian	26,000.00	45,000.00
Extra Help-Part Time	7.25 per hour	40.00 per hour

Board Recording Secretary 60.00 per meeting 73.00 per meeting

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

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 that 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, 2012 upon passage and publication as required by law.

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

Mayor van Keuren stated the Borough received an American Flag this week from Gov. Christie which flew over the WTC on September 11, 2011 which was used to commemorate the 10th anniversary of the terrorist attacks. The flag will be given to the G.R.A.C.E. committee to be used at the memorial.

Council member Pazan commented the municipal budget will be available for reviewing on the borough website.

There were no further comments from the Council or any member in the audience.

8. ADJOURNMENT

**Motion to adjourn the meeting was made by Council member Nogara
Seconded by Council member O'Hagan
Meeting adjourned at 8:33 p.m.**