

Borough of Ho-Ho-Kus
County of Bergen
Mayor and Council Reorganization Meeting
January 5, 2021 7:00 p.m.

The Reorganization Meeting of the Municipal Council of the Borough of Ho-Ho-Kus was held Via ZOOM Meeting on January 5, 2021. The meeting was called to order at 7:25 p.m. by Mayor Randall asked the Municipal Clerk to read the open public meeting statement:

The Reorganization Meeting of the Mayor and Council of the Borough of Ho-Ho-Kus is now in session in accordance with the provisions of Section 5 of the "Open Public Meetings Act", adequate notice of this meeting has been posted in the front lobby entrance to the Borough Hall and Council Chambers, a copy has been filed with the Borough Clerk, and copies of the Annual Notice of Meetings, of which this is a part, have been heretofore sent to the Record and the Ridgewood News.

FLAG SALUTE:

Mayor Randall led those present in the salute to the American Flag.

INVOCATION:

Father Frank Delprete of St Gabriel's Church offered the Invocation

OATH OF OFFICE ADMINISTERED TO:

Mayor Randall administered the Oath to re-elected Councilman Steven Shell and Councilman Edward Iannelli and at a later date will administer the Oath to newly elected member Councilwoman Kathleen Moran as she was absent from this meeting.

ROLL CALL:

Mayor.....	Thomas W. Randall
Councilman.....	Douglas Troast
Councilman.....	Steven Shell
Councilman.....	Edward Iannelli
Councilman.....	Kevin Crossley - Absent
Councilman.....	Dane Policastro
Councilwoman.....	Kathleen Moran - Absent

Also, William Jones, Borough Administrator; Joan Herve, Borough Clerk.

ELECTION OF COUNCIL PRESIDENT

Mayor Randall opens nomination of Council President.

Councilmember Shell offered the name of Councilmember Troast to be Council President for the year 2021.

Councilmember Iannelli seconds the nomination and moves that the nominations be closed.

Mayor Randall calls for a roll call vote on the close of nominations, all present voting "Ayes".

Mayor Randall instructs the Clerk to record that one vote be cast electing Councilmember Troast as Council President for the year 2021.

2021 COUNCIL COMMITTEES

Public Safety Unit

Police Commissioner - Troast

Fire Commissioner - Shell

Ambulance Commissioner - Crossley

Deputy Commissioner - Iannelli

Deputy Commissioner - Crossley

Deputy Commissioner - Iannelli

Public Works & Properties Unit

Road Chairperson - Moran

Water Chairperson - Policastro

Deputy Chairperson - Policastro

Deputy Chairperson - Moran

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Finance Unit

Finance Chairperson - Shell

Deputy Chairperson -Troast

Community Relations Unit

Chairperson - Shell

Deputy Chairperson - Moran

APPOINTMENTS OF BOROUGH EMPLOYEES BY MAYOR RANDALL FOR 2021

Mayor Randall with the advice of Council submitted the following list of appointments of Borough employees for the year 2021, or as otherwise provided by statute."

EMPLOYEE

POSITION

William Jones

Borough Administrator
Human Resources Director

Joan Herve

Borough Clerk, RMC
Registrar of Vital Statistics
Registrar of Elections
Claims Processor
Public Agency Compliance Officer
Security Information Officer
Municipal Housing Liaison

Lisa Caporale

Deputy Clerk
Sec. Administration Office
Sec. Personnel Officer
Deputy Registrar of Vital Statistics
Secretary Shade Tree/DPW
Liaison/Sec. Board of Health

Jeffrey Kropiewnicki

Tax Collector
Payroll Supervisor
IT Officer

Lisa Perricelli

Solid Waste Registrar
Water Registrar
Deputy Purchasing Agent/Tax Collector

Joseph Citro

CFO, QPA, Treasurer

David Males

Financial Assistant

JoAnn Carroll

Secretary Planning/Zoning Board and
Construction Office

Rosemarie Novelli-Salyer
Susan Maurer
Sherri D'Alessandro

Court Administrator, CMCA/Violations Clerk
Deputy Violations Clerk
Acting Municipal Court Administrator, CMCA

Daniel McEldowney

Property Maintenance Officer/Fire Marshall
Fire Prevention and Fire Inspector

Edward Gartner

Recreation Director

Tim Schreur

Custodian

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Meaghan Quinn	Police Dispatcher/Full Time
Chelsea Marafelias	Police Dispatcher/ Full Time
Nichole Gloria	Police Dispatcher/Full Time
Jahzeel Chirino	Police Dispatcher/Full Time
Michael Vanore	Police Dispatcher/Part Time
Richard Curruthers	Police Dispatcher/Part Time
Nichole Santora	Police Dispatcher/Part Time
Diane Cebulski	Police Dispatcher/Part Time
Robert Zimmerman	Police Dispatcher/Part Time
Sherri Gusta	Police Dispatcher/Part Time
Kheira Kortebout	Police Dispatcher/Part Time
Ryan Moore	Police Dispatcher/Part Time
William Wright	Police Dispatcher/Part Time
Rueben Archills	Crossing Guard
Linda Goodwin	Crossing Guard
Susie Lee	Crossing Guard
Carol Schutle	Crossing Guard
David Chua	Crossing Guard
Fong Law	Crossing Guard
Guo Lin	Crossing Guard
Dave Biswurm	Substitute Crossing Guard
Thomas Gusta	Substitute Crossing Guard
Allison Minchin	Substitute Crossing Guard
Diane Cebulski	Police Secretary
Allison Minchin	Police Matron
Carol Tyler	Police Matron
Alyssa Harvey	Interim Library Director
Jay Ludwig	Coordinator of OEM

Councilman Shell moves that the foregoing appointments approved for the year 2021 or as otherwise provided by statute.

Second: Councilman Policastro

All present voted "aye"

OATH OF OFFICE ADMINISTERED TO:

William Jones- Borough Administrator: Oath by Mayor Randall

Mayor Randall instructs the Borough Clerk to administer the Oath to all other employees during the normal hours of business

BOARD APPOINTMENTS (VARIOUS TERMS) BY MAYOR RANDALL

Mayor: Honorable members of the Council, with your advice and consent, I hereby make the following appointments for the below designated terms of office:

PLANNING BOARD

<u>NAME</u>	<u>TERM</u>	<u>EXPIRES</u>
William Jones Class II	1/1/2021	12/31/2021
Dane Policastro III	1/1/2021	12/31/2021
Steven Madden	1/1/2021	12/31/2024
Elizabeth Willkomm	1/1/2021	12/31/2024

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ZONING BOARD

Abigail Metzger	1/1/2021	12/31/2024
David Rodger	1/1/2021	12/31/2024
Kathleen Rashdorf (Alt. Member)	1/1/2021	12/31/2024

LIBRARY BOARD OF TRUSTEES

Nobody up for re-appoint

SHADE TREE COMMISSION

Frank Grieder	1/1/2021	12/31/2025
Kimberly Mitchell	1/1/2021	12/31/2025

RECREATION COMMISSION

Recreation Commission Council	1/5/2021	12/31/2021
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Moved: Councilmember Shell
Seconded: Councilmember Iannelli
All present voted – “aye”

BOARD LIAISONS

Library – Policastro	Zoning Board – Shell
Ambulance Corps – Crossley	Insurance - Crossley
Board of Health – Moran	Construction -Troast
Chamber of Commerce- Shell	Recreation - Iannelli

Moved: Councilmember Shell
Seconded: Council President Troast
All present voted – “aye”

CONSENT AGENDA RESOLUTIONS (21-01 thru 20-29)

Resolution #21-01 - Introduced by Council President Troast

A Resolution – Professional Services for 2021

WHEREAS, the Borough of Ho-Ho-Kus requires the professional services of engineers, attorneys, a registered municipal accountant, animal control officer, grant writers and laboratory services for the calendar year 2021; and

WHEREAS, it is anticipated that the expenditures for each of such professional services will/may exceed the sum of \$ 21,000 in said calendar year; and

WHEREAS, the Chief Financial Officer in accordance with the Local Contracts Law has duly executed Certificates of Availability, indicating that adequate funds have been, and additional funds will be appropriated in the 2021 Budgets for fees reasonably required by each of such professionals under the following line items in said Budget:

FOR ENGINEERING SERVICES:

1. Engineering Service & Costs – Other Expenses
2. Water Utility - Other Expenses
3. Capital Ordinances

FOR LEGAL SERVICES:

1. Legal Services & Costs - Other Expenses
2. Prosecutor – Salary & Wages
3. Public Defender – Other Expenses
4. Capital Ordinances

FOR ACCOUNTING SERVICES:

1. Financial Administration-Other Expenses
2. Capital Ordinances

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FOR LABORATORY SERVICES:
FOR ANIMAL CONTROL SERVICES:

3. Water Utility - Other Expenses
4. Solid Waste Utility - Other Expenses
1. Water Utility - Other Expenses
1. Board of Health - Other Expenses
2. Animal License Trust Funds

WHEREAS, a certification of availability of funds has been received from the Chief Financial Officer or that such funds will be encumbered by Purchase Order on an as needed basis pursuant to the provisions of N.J.A.C. 5:30-5.4 et seq. and

WHEREAS, the below named professionals, as applicable have completed, submitted and filed a Business Entity Certification Disclosure which certifies that the below named persons and/ or entities have not made any reportable contributions to any political or candidate committee including (committee to elect Iannelli, Shell and Moran) Ho-Ho-Kus Republican organization; Ho-Ho-Kus Democratic organization; Bergen County Republican Organization and Bergen County Democratic organization) in the previous one (1) year, and that the contract will prohibit the below named professionals/business entities from making reportable contributions through the term of the contract;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Ho-Ho-Kus as follows:

That the appointment of:

1.

Garbarini & Co.	Borough Auditor
Rogut McCarthy, PC	Bond Counsel
Schwanewede/Hals	Borough Engineer
John S. Guerin Esq	Borough Prosecutor
Robert Metzdorf Esq	Public Defender
Matthew Miller Esq	Alternate Public Defender
Richard Rosa Esq	Alternate Municipal Prosecutor
H2M Architects and Engineering	Environmental Engineer
Carol Tyler-Tyco Inc.	Animal Control Officer & Cruelty Investigator
Pascack Data Services	IT Services
Boswell Engineer	Water & Sewer Engineer
Tetra Tech	Environmental Consultant Srvs.
Aqua Pro-tech Laboratories	Water Laboratory Services
Raymond Wiss	Labor Attorney
Christopher E. Martin, Esq. as Partner w/ Harwood Lloyd, LLC	Tax Appeal Attorney
Joseph Burgis	Borough Planner
Clarke, Caton Hintz	COAH Planner, for the calendar year 2021

be and the same are hereby ratified, confirmed and approved.

2. That the Mayor and Borough Clerk are authorized and directed to execute contracts with each of said professionals and to take all other steps necessary to carry this resolution into effect.
3. Said appointments are made without competitive bidding under the provisions of the Local Public Contracts Law which exempts from competitive bidding "Professional Services" rendered by persons authorized by law to practice a recognized profession and whose practice is regulated by law.
4. A copy of this resolution be published in the Ridgewood News within ten days after its passage as

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required by law.

BE IT FURTHER RESOLVED that the contracts for bond counsel; Borough prosecutor; public defenders; environmental engineers; animal control officer and cruelty investigator; water laboratory services, grants and labor attorney and borough planner are being awarded as a non -fair and open contract, pursuant to the provisions of NJSA 19:44A-20.5 whereas the contracts of Borough auditor, Borough attorney and Borough engineer, Borough Planner are being awarded pursuant to a fair and open process pursuant to law;

BE IT FURTHER RESOLVED that the business disclosure entity certification, as applicable, and the determination of value be placed on file with this resolution.

Resolution #21-02 - Introduced by Council President Troast

A Resolution – Retain Insurance Advisors for 2021

WHEREAS, the Borough of Ho-Ho-Kus has for several years sought the advice and counsel of Eastern Insurors, Inc., the Bergen County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund (hereinafter called the "Agents") with respect to the various insurance coverages necessary or appropriate to protect the Borough of Ho-Ho-Kus and its properties from the several risks of being a municipality in the State of New Jersey, including fire and extended coverage, liability coverage, Worker's Compensation coverage, and any and all other forms of insurance which are necessary to keep it thoroughly protected; and

WHEREAS, the Agents have served the Borough of Ho-Ho-Kus in a professional manner and obtained appropriate coverages with the several insurance companies authorized to do business in the State of New Jersey; and

WHEREAS, it is anticipated the expenditures for the various insurance coverages will exceed the sum of \$25,000 for the calendar year 2021; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A 11-1 et seq.) requires that, where services are to be performed and are of such a qualitative nature as will not reasonably permit the drawing of specification of the receipt of competitive bids, a resolution of the governing body of the municipality shall be adopted stating the supporting reasons for not submitting said service for competitive bidding; and

WHEREAS, the insurance coverage which is required for the Borough is of such a complex nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids; and

WHEREAS, insurance premiums are subject to control of the Commissioner of Insurance of the State of New Jersey so as to adequately protect the Borough; and

WHEREAS, it is contemplated that the 2021 budget for the Borough of Ho-Ho-Kus will contain the necessary appropriations being reasonably required for the purchase of the aforesaid insurance policies

WHEREAS, a certification of availability of funds has been received from the Chief Financial Officer or that such funds will be encumbered by Purchase Order on an as needed basis pursuant to the provisions of N.J.A.C. 5:30-5.4 et seq, and

WHEREAS, the below named professionals have completed, submitted and filed a Business Entity Certification Disclosure which certifies that the below named persons and/ or entities have not made any reportable contributions to any political or candidate committee including (committee to elect Iannelli, Shell and Moran), Ho-Ho-Kus Republican organization; Ho-Ho-Kus Democratic organization; Bergen County Republican Organization and Bergen County Democratic organization) in the previous one (1) year, and that the contract will prohibit the below named professionals/business entities from making reportable contributions through the term of the contract;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus, the Eastern Insurors Inc. (General & Risk Consultant), Bergen County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund are hereby retained as the insurance advisors for the Borough of Ho-Ho-Kus for the calendar year 2021, and they are further authorized and directed to provide all insurance coverages which are necessary or appropriate to protect the Borough of Ho-Ho-Kus and its properties from the several risks of being a municipality of the State of New Jersey; and

BE IT FURTHER RESOLVED, that the purchase of the aforesaid insurance coverage for the Borough of Ho-

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Ho-Kus is being made without competitive bidding under the provisions of N.J.S.A. 40A: 11-1 et seq. in that the purchase of insurance policies is of such a complex nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids; and

BE IT FURTHER RESOLVED, that a copy of this resolution shall be published in the Ridgewood News within ten (10) days of its passage as required by law.

BE IT FURTHER RESOLVED that this contract is being awarded as a non-fair and open contract, pursuant to the provisions of N.J.S.A. 19:44A-20.5

BE IT FURTHER RESOLVED, that the Business Disclosure Entity Certification and the determination of value be placed on file with this Resolution.

Resolution #21-03 - Introduced by Council President Troast

A Resolution – By-Laws

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that the By-Laws as revised July - 1962 and interpreted for the year 2006 be and they are hereby adopted for the year 2021.

Resolution #21-04 - Introduced by Council President Troast

A Resolution – Investment of Funds

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that the Chief Financial Officer is hereby authorized and directed to invest funds, not reasonably required for the payment of any current obligations of the Borough, in legally authorized investments.

Resolution #21-05 - Introduced by Council President Troast

A Resolution – Meeting Nights

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that the fourth Tuesday of each month at 7:30 P.M. be and is hereby designated as the official Regular Public meeting night of the Mayor and Council for the year 2021.

BE IT FURTHER RESOLVED that the third Tuesday of each month at 7:30 P.M. be and the same is hereby designated as the official Work Session meeting night of the Mayor and Council for the year 2021; official action may be taken.

BE IT FURTHER RESOLVED that the April, May, June, July, August, November, December meetings are hereby designated as the official combined Work/Public meeting nights of the Mayor and Council for the year 2021; official action may be taken.

BE IT FURTHER RESOLVED that formal action may be taken by the Governing Body at either the Regular Public Meeting, at the Work Session, and at the Combined Work/Public meetings as set forth herein.

All meetings shall be held virtually via ZOOM until further notice. Instructions for participation in the zoom meetings will be set forth in each meeting agenda which will be published on the borough website or participants may call the Municipal Clerk and/or Borough Administrator to request information as to how to participate in the zoom meeting.

	<u>Work</u>	<u>Public</u>
January	--	26
February	16	23
March	16	23
April	--	27
May	18	--
June	--	22
July	20	--
August	--	24
September	21	28
October	19	26
November	--	23
December	21	--

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Resolution #21-06 - Introduced by Council President Troast

A Resolution – Official Depositories of Funds

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that the following banking institutions be and they are hereby designated as the official depositories for the funds of the Borough of Ho-Ho-Kus for the year 2021.

1) Valley Bank

Resolution #21-07 - Introduced by Council President Troast

A Resolution – Official Newspapers

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that the Ridgewood News of Ridgewood, New Jersey and the Record of Hackensack, New Jersey be and are hereby designated as the official newspapers of Ho-Ho-Kus for the year 2021, for the publication of all legal notices required by any law of the State of New Jersey or any Ordinance or Resolution of the Borough of Ho-Ho-Kus.

Resolution #21-08 - Introduced by Council President Troast

A Resolution – Delinquent Tax Charge

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that under N.J.S.A. 54:4-67, the rate of interest to be charged by the Collector of Taxes on all delinquent taxes shall be 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00; and
BE IT FURTHER RESOLVED, that no interest shall be charged if payment of any installment is made within the tenth calendar day following the date upon which said payment became payable; and
BE IT FURTHER RESOLVED, a penalty of 6% will be charged on any delinquency in excess of \$ 10,000.00 if not paid by the end of the fiscal year unless stated otherwise on the front of this bill. 2021 Real Estate Taxes will be advertised for sale after November 11, 2021; and
BE IT FURTHER RESOLVED, that there will be a \$25.00 service charge on Returned Checks.

Resolution #21-09 - Introduced by Council President Troast

A Resolution – Authorized Signatures on Checks

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that effective January 1, 2021, the authorized signatures of checks of the Borough of Ho-Ho-Kus, with the exception of Coupon, Developers Escrow, Municipal Court, Municipal Court Bail, Payroll, and Recreation Commission Accounts shall be:
The Mayor or President of the Council and two of the following: Chief Financial Officer, Assistant Treasurer, Borough Administrator, Borough Clerk, and
BE IT FURTHER RESOLVED that the authorized signatures on Payroll Checks shall be: Borough Clerk, Deputy Borough Clerk or Treasurer, and that the authorized signature on the Developer's Escrow, Recreation Commission Checks shall be the Chief Financial Officer or the Assistant Treasurer, and
BE IT FURTHER RESOLVED that the authorized signatures of the Mayor, Chief Financial Officer, Borough Administrator and Borough Clerk on all checking accounts except the single signature accounts may be impressed by mechanical means, but no more than two (2) facsimile signatures be on any one (1) check.
BE IT FURTHER RESOLVED that the signatures on the Municipal Court and Municipal Court Bail Accounts shall be two of the following: Judge, Court Administrator or Deputy Court Administrator.
BE IT FURTHER RESOLVED that the Chief Financial Officer is hereby authorized to make transfers and wires as a single signature; to be summarized on the monthly report.

Resolution #21-10 - Introduced by Council President Troast

A Resolution – Establishment of Petty Cash Fund

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that a petty cash fund, in the amount of \$250.00 be and is hereby established for the Borough of Ho-Ho-Kus for the year 2021.

Resolution #21-11 - Introduced by Council President Troast

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A Resolution – Purchase Agreements Authorization

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that the Borough of Ho-Ho-Kus is hereby authorized to enter into joint agreements with the County of Bergen and the State of New Jersey for the purchase of any and all goods and supplies deemed feasible and necessary by said during the year 2021.

Resolution #21-12 - Introduced by Council President Troast

A Resolution – Transfer of Interest

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that the Treasurer is hereby authorized and directed to transfer the interest earned on the subsidiary checking accounts of the Borough of Ho-Ho-Kus to the Current Account at least quarterly, and

BE IT FURTHER RESOLVED that the Treasurer also transfer the interest earned on the Capital Account of the Water Department to the Water Trust Account at least quarterly.

Resolution #21-13 - Introduced by Council President Troast

A Resolution – Private Cars

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that those employees who use their own cars for Borough business - properly authorized and substantiated shall be reimbursed at the rate of .56 cents per mile or current year prevailing IRS rate.

Resolution #21-14 - Introduced by Council President Troast

A Resolution – Payroll

WHEREAS, the Mayor and Council of the Borough of Ho-Ho-Kus for the calendar year 2021, have established every 15th and the last day of the month as pay day; and

BE IT RESOLVED that partial payrolls are authorized at the beginning of the year to establish the system and at the end of the year to comply with State statutes; and

BE IT FURTHER RESOLVED that the Treasurer is authorized to release all payroll checks at 4:30 P.M. on the day before.

Resolution #21-15 - Introduced by Council President Troast

A Resolution – Waive Water Penalties

WHEREAS, from time to time, for reasons assignable to neither, neither the property neither owner nor the Borough, situations arise when it is apparent that penalties in minor amounts for non-payment of water charges should be waived,

WHEREAS, the Borough Council deems it in the best interest of the Borough to authorize such waivers as may be justified and appropriate in the discretion of the Borough Administrator as to individual property owners of properties not to exceed the sum of Forty Dollars (\$40.00).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council that authorization be and is hereby granted to the Borough Administrator to waive minor penalties in respect to the water charges when, in the exercise of sound discretion, the circumstances so warrant. Such waivers are not to exceed the amount of Forty Dollars (\$40.00) in respect to any individual property owner of property.

Resolution #21-16 - Introduced by Council President Troast

A Resolution – Tax Appeals

WHEREAS, the Bergen County Tax Board requires a resolution by the Municipal Governing Body authorizing the Assessor/Tax Collector to file appeals and settlements of stipulations with the Bergen County Tax Board for the purpose of correcting assessments for the year 2021;

NOW, THEREFORE BE IT RESOLVED that the Assessor/Tax Collector be authorized to file such appeals when necessary; and

WHEREAS, the Borough of Ho-Ho-Kus is expected to become involved in tax appeal litigation both at the Bergen County Board of Taxation and the New Jersey Tax Court during the year 2021;

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NOW, THEREFORE, BE IT RESOLVED, by the Governing Body that the Tax Assessor and Municipal Attorney be and they are hereby authorized to review all appeals and to file counterclaims to protect the Borough's interest in those cases, which they deem necessary and appropriate

Resolution #21-17 - Introduced by Council President Troast

A Resolution – Tort Claim Notice Format

WHEREAS, the New Jersey Tort Claims Act, N.J.S.A. 59:8-6, provides that a public entity may adopt a form to be completed by claimants seeking to file a Notice of Tort Claim against the public entity, and

WHEREAS, the Borough of Ho-Ho-Kus is a public entity covered by the provisions of the New Jersey Tort Claims Act, and

WHEREAS, the Borough of Ho-Ho-Kus deems it advisable, necessary and in the public interest to adopt a Notice of Tort Claim in the form attached hereto and made a part hereof, and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus, assembled in public session this 5th day of January, 2021 that the attached Notice of Tort Claim form be and hereby is adopted as the official Notice of Tort Claim form for the Borough of Ho-Ho-Kus, and

BE IT FURTHER RESOLVED, that all persons making claims against the Borough of Ho-Ho-Kus, pursuant to the New Jersey Tort Claims Act, N.J.S.A. 59:9-1, et seq., be required to complete the form herein adopted as a condition of compliance with the notice requirements of the New Jersey Tort Claims Act

Resolution #21-18 - Introduced by Council President Troast

A Resolution – Interlocal Well Baby Clinic

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus, that the Borough is hereby authorized to enter into an Interlocal Services Agreement with the Borough of Waldwick to provide a Well Baby Clinic program in accord with the terms and conditions of an Interlocal Services Agreement to be entered into and subject to the adoption by the governing body of the Borough of Waldwick of a resolution authorizing the agreement.

Resolution #21-19 - Introduced by Council President Troast

A Resolution – Interlocal Traffic & Fire Signals

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus, that the Borough is hereby authorized to enter into an Interlocal Services Agreement with the Village of Ridgewood to provide maintenance for Traffic and Fire Signals in accord with the terms and conditions of an Interlocal Services Agreement to be entered into and subject to the adoption by the governing body of the Village of Ridgewood of a resolution authorizing the agreement.

Resolution #21-20 - Introduced by Council President Troast

A Resolution – Interlocal 911

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus, that the Borough is hereby authorized to enter into an Interlocal Services Agreement with the Borough of Paramus to provide 911 service in accord with the terms and conditions of an Interlocal Services Agreement to be entered into and subject to the adoption by the governing body of the Borough of Paramus of a resolution authorizing the agreement.

Resolution #21-21 - Introduced by Council President Troast

A Resolution – Fire Dept. Mutual Aid

WHEREAS, the Borough of Ho-Ho-Kus is part of Northwest Bergen County; and

WHEREAS, the Ho-Ho-Kus Volunteer Fire Department is a member of the Northwest Bergen Mutual Aid Association;

NOW, THEREFORE BE IT RESOLVED that the Mayor and Council hereby authorizes the Ho-Ho-Kus Volunteer Fire Department to respond to calls as part of the Northwest Bergen Mutual Aid Association.

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Resolution #21-22 - Introduced by Council President Troast

A Resolution – Insurance Fund Representative

WHEREAS, the by-laws of the Bergen County Municipal Joint Insurance Fund require each municipality to appoint a Commissioner Representative

NOW, THEREFORE, BE IT RESOLVED that Council Member Kevin Crossley be the elected official to represent the Borough of Ho-Ho-Kus for the term expiring December 31, 2021.

BE IT FURTHER RESOLVED that William Jones, Borough Administrator, be appointed the alternate.

Resolution #21-23 - Introduced by Council President Troast

A Resolution – Local Emergency Management Council

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that they appoint the following members to the Local Emergency Management Council:

Thomas Randall	Mayor
James T. Ludwig Jr.	Emergency Management Coordinator
Christopher Minchin	Police Chief/ Asst. EMC.
William Jones	Administrator
Keith Rosazza	Fire Chief
Jeffrey Pattman	Supervisor/DPW/Roads
Gordon Hamm	EMS Captain
Carol Tyler	A.C.O.
Chris Joy Sr.	Resource Coordinator
Mark Berninger	Construction Code Official
Angela Musella	Health Officer
Richard Bierwas, Reverend	Shelter Co-Coordinator
John Hanlon	Planning Board Chair / Mitigation
Diane Mardy	Superintendent, Lloyd Road School

Alternates:

Anthony Grego	Police Captain/P.D. Liaison
Scott McDermott	Fire Department Representative

Resolution #21-24 - Introduced by Council President Troast

A Resolution – Interlocal Vehicle Repair

WHEREAS, the Borough of Ho-Ho-Kus is continually seeking ways to reduce costs while improving efficiency and services to the community; and

WHEREAS, it has been found that the costs involved with the repair and maintenance of Ho-Ho-Kus Borough Vehicles can be greatly reduced through an inter-local agreement with the neighboring Borough of Paramus; and

WHEREAS, such an agreement for repairs and maintenance would include: parts, tires, motor oil, hydraulic oil, transmission fluid, anti-freeze, coolant, gear oil, Freon, scheduled repairs and maintenance, and unscheduled repairs,

BE IT FURTHER RESOLVED that the Interlocal Agreement shall take effect upon the adoption of the appropriate resolutions by both municipalities.

Resolution #21-25 - Introduced by Council President Troast

A Resolution – Rapid Deployment Force

WHEREAS, the police departments in Bergen County have a day-to-day responsibility to provide for the security of lives and property, for the maintenance and preservation of the public peace and order; and,

WHEREAS, Law Enforcement officials also have a responsibility to provide for preparedness against natural emergencies, such as floods, hurricanes, earthquakes, etc., manmade causes such as riots, strikes, jail or prison riots, train wrecks, aircraft crashes, major fires, ethnic disorders, terrorists incidents and bombings, State and

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National emergencies; and,

WHEREAS, the Bergen County Police Chief's Association has proposed a Mutual Aid Plan and Rapid Deployment Force to deal with these emergencies which is adopted in accordance with the Provisions of NJSA 40A:15-156, NJSA 40A-156.1, NJSA 40A:15-156.4 AND NJSSSA App. A:9-40.6; and, WHEREAS, the Plan will provide a uniform procedure for the coordination of requesting, dispatching and utilization of law enforcement personnel and equipment whenever a local law enforcement agency requires mutual aid assistance from any other jurisdiction in the event of an emergency in order to protect life and property; and,

WHEREAS, it is the desire of the Mayor and Council of the Borough of Ho-Ho-Kus to participate in a Mutual Aid Plan and Rapid Deployment Force,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that the Police Department of the Borough of Ho-Ho-Kus, under the direction of the Chief of Police, cooperate with the Bergen County Police Chief's Association to create an Interlocal Services Agreement with all municipalities in the County of Bergen to put into place the Mutual Aid Plan and Rapid Deployment Force; and,

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the County Executive, Board of Chosen Freeholders the County Prosecutor and all surrounding municipalities in the County of Bergen.

Resolution #21-26 - Introduced by Council President Troast

A Resolution – 2021 Temporary Budget

BE IT RESOLVED that the Temporary Budget for 2021 is 26.25% of the 2020 Budget of Ho-Ho-Kus.

Resolution #21-27 - Introduced by Council President Troast

A Resolution – Court Appointment

WHEREAS, the Municipal Court of the Borough of Ho-Ho-Kus finds it necessary to appoint a person as Acting Municipal Court Administrator, as part-time, as needed; and

WHEREAS, the Municipal Court of the Borough of Ho-Ho-Kus finds it necessary to appoint a person as Violations Clerk, as part-time, as needed; and

WHEREAS, Sherri D'Alessandro and Susan Maurer each with the appropriate certification, have been appointed to these positions; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that Sherri D' Alessandro, CMCA, is hereby appointed as Acting Municipal Court Administrator from Upper Saddle River, for a compensation of \$2000 annually at \$20 per diem and Susan Maurer, is hereby appointed Violations Clerk, for a compensation of \$1170 annually at \$97.56 per court session.

Resolution #21-28 - Introduced by Council President Troast

A Resolution – Employee Policy and Procedure Manual

BE IT RESOLVED by the Mayor and Council of the Borough of Ho-Ho-Kus that the Employee Policy & Procedures Manual is hereby adopted for the year 2021.

Resolution #21-29 - Introduced by Council President Troast

A Resolution – Borough Employee Salaries and Wages

WHEREAS, Ordinance # 2019-31 establishes salary ranges for employees; and

WHEREAS, said Ordinance requires that individual salaries be set by Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Ho-Ho-Kus that the following pensionable salaries are hereby authorized for the period of January 1, 2021 through December 31, 2021. Those not here listed are unchanged, unless otherwise noted or set by agreement and / or contract under separate Resolution, and are inclusive of stipends* where applicable.

<u>Position</u>	<u>2021 Salary/Rate</u>
Borough Administrator/ Human Resources Director	\$146,795
Borough Clerk/ Registrar of Vital Statistics & Elections, et al.	\$78,540

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Chief Financial Officer/Treasurer/QPA	\$33,785
Tax Collector/Deputy Treasurer/Payroll/IT Officer*	\$99,018
Tax Assessor	\$21,224
Finance Clerk	\$58,320
Municipal Court Administrator	\$73,202
Solid Waste/Water Registrar/Deputy Tax Collector	\$50,875
Planning/Zoning Board Secretary/Construction Office	\$64,946
Deputy Registrar/ Deputy Clerk/ Administrative Assistant, et al.	\$53,953
Public Works Superintendent*	\$114,516
Water Licensed Operator of Record/Public Works Forman	\$96,055
Custodian*	\$37,259

A motion was offered by Council President Troast and seconded by Councilman Shell to approve Resolutions 21-01 through 21-29. Motion carried on a roll call vote – All present voting “Aye”.

NEW BUSINESS

INTRODUCTION OF ORDINANCES

ORDINANCE 2021-41

AN ORDINANCE TO REPEAL AND REESTABLISH SECTIONS 77.7 TO 77.10.2 OF ARTICLE III, CHAPTER 77 OF THE CODE ENTITLED “UNIFORM CONSTRUCTION CODE DEPARTMENT”

BE IT ORDAINED by the Mayor and council of the Borough of Ho-Ho-Kus, County of Bergen and State of New Jersey as follows:

SECTION I

Article III, Fee Schedule, Section 77-7 to 77-10.02

SECTION II

Chapter 77 of the Code is hereby reestablished by inclusion of a new Article III, Fee Schedule, as follows:

SECTION 77.7

Fee for a Construction Permit

The fees and charges required under the code of the Borough of Ho-Ho-Kus entitled Construction Codes, Uniform, shall be as follows:

A. The fee for a construction permit shall be the sum of the subcode fees listed in paragraphs a., 1. Through 10. Thereof, and shall be paid before the permit is issued.

(1) New construction and additions are based on the volume of structure:

(a) Volume of building in cubic feet x \$0.07.

(2) Reconstruction, alterations, renovations, repairs are based on the cost of the work:

(a) Based on cost of work: \$25.00 per \$1,000.

(3) Demolition or removal permit:

(a) For all principal buildings, the fee is \$150.

(b) For all residential accessory structures, the fee is \$50.

(c) For all nonresidential accessory structures, the fee is \$80.

(d) For all fuel tank removals, the fee is \$100.00.

(e) For removal of sheds over 100 square feet, the fee is \$40.

(f) For removal of sheds 100 square feet, or less, the fee is \$40.

(4) Fence permits:

(a) Fences for pool barriers: the fee is \$50.00

(b) Fences over 6 ft. in height: the fee is \$50.00

(5) Signs: The fee is \$1 per square foot. (Note: Fee to be based on one side of double-sided signs.)

(6) Certificate of occupancy fees:

(a) The fee for certificate of occupancy is \$75.00

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- (b) The fee for certificate of occupancy based on change of use is \$200.00 for nonresidential.
(c) The fee for the first issuance and the renewal of a temporary certificate of occupancy shall be \$30; provided, however, there shall be no fee for the first issuance of the temporary certificate of occupancy if the certificate of occupancy fee is paid at that time.
[Added 4-26-2016 by Ord. No. 2016-05]

(7) Pools:

- (a) Aboveground pools are a flat fee of \$50.
(b) In-ground pools are a flat fee of \$150.

(8) Asbestos removal permit is \$50.

(9) Minimum fee for building permit is \$50.

(10) Miscellaneous permit fees:

- (a) Commercial roof, the fee is \$150.
(b) Residential roof or siding, the fee is \$75.00
(c) Detached (residential) building: roof or siding, the fee is \$50.00.
(d) Fireplaces and stoves, the fee is \$50.00
(e) HVAC duct work, the fee is \$50.00
(f) Fuel storage tank installation, the fee is \$100.00
(g) Plan review credit: 20%.
(h) Minimum fee for building sub-code permit: the fee is \$75.00
(i) Change in contractor: the fee is \$25.00

77.8 The Plumbing Subcode Fees:

The plumbing Subcode Fees shall be:

- (1) For new construction, additions, renovations and alterations:
- | | | |
|-----|--|---------|
| (a) | Each fixture and device..... | \$25.00 |
| (b) | Floor Drain..... | \$25.00 |
| (c) | Dishwasher residential..... | \$25.00 |
| (d) | Dishwasher Commercial..... | \$25.00 |
| (e) | Disposal unit..... | \$25.00 |
| (f) | Drinking fountain | \$25.00 |
| (g) | Washing Machine | \$25.00 |
| (h) | Hose bid..... | \$25.00 |
| (i) | Gas Piping..... | \$25.00 |
| (j) | Fuel oil Piping..... | \$25.00 |
| (k) | Water Heater..... | \$75.00 |
| (l) | Steam or hot water boiler..... | \$75.00 |
| (m) | Interceptor/separator..... | \$75.00 |
| (n) | Back flow Preventor..... | \$25.00 |
| (o) | Grease trap..... | \$75.00 |
| (p) | Airconditioning units and Refrigeration..... | \$75.00 |
| (q) | Sewer connections..... | \$75.00 |
| (r) | Water Service connection..... | \$75.00 |
| (s) | Gas Service connection..... | \$75.00 |
| (t) | Water softener and Water filters..... | \$75.00 |
| (u) | Pool Drains..... | \$75.00 |
| (v) | Lawn sprinkler..... | \$75.00 |
| (w) | Fire sprinkler..... | \$75.00 |
| (x) | Sewer ejector..... | \$75.00 |
| (y) | Vent stack..... | \$25.00 |
- (2) Notwithstanding anything to the contrary, the minimum fee for any plumbing subcode permit shall be.....\$75.00
- | | | |
|-----|---------------------------|---------|
| (a) | Plan View Credit..... | 20% |
| (b) | Change of contractor..... | \$25.00 |

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77-9 The Electrical subcode fees:

The Electrical Subcode Fees shall be as follows:

- (a) Fixtures and devices to be counted for these items include outlets, wall switches, fluorescent fixtures, convenience receptacles or similar fixtures and motors and devices of one (1) horsepower or one (1) kilowatt or less:
 - (1) Fee for first 25.....\$100.00
 - (2) Fee for increments of 5.....\$10.00
 - (3) Fee for pool with U/lights.....\$150.00
 - (4) Fee for storage pool/spa.....\$100.00
 - (5) Fee for above-ground pool.....\$100.00
- (b) For the purposes of calculating the following electrical fees, all motors except those plug-in appliances shall be counted, including control equipment, generators, transformers and all heating, cooking or other devices consuming or generating electrical current:
 - (1) Motors/electrical devices to 1-5 horsepower.....\$25.00
 - (2) Motors/electrical devices to 6-9 horsepower.....\$50.00
 - (3) Motors/electrical devices to 10-15 horsepower.....\$75.00
 - (4) Motors/electrical devices to 26 horsepower.....\$100.00
 - (5) Transformer/generator to 10 Kilowatt.....\$75.00
 - (6) Transformer/generator to 45 Kilowatt.....\$125.00
 - (7) Transformer/generator to 112.5 Kilowatt.....\$175.00
 - (8) Transformer/generator above 112.5 Kilowatt.....\$225.00
 - (9) Service/panels/subpanels to 100 ampere.....\$75.00
 - (10) Service/panels/subpanels to 200 ampere.....\$125.00
 - (11) Service/panels/subpanels to 300 ampere.....\$200.00
 - (12) Service/panels/subpanels to 400 ampere.....\$250.00
 - (13) Service/panels/subpanels to 800 ampere.....\$300.00
 - (14) Service/panels/subpanels to 1000 ampere.....\$450.00
 - (15) HVAC and Central AC – Per unit.....\$75.00
- (C) Minimum fee.....\$75.00
- (d) Plan review credit.....\$20%
- (e) Change of contractor.....\$25.00

77-10 The Fire Subcode Fees:

The Fire Subcode Fees shall be as follows:

- (a) Fireplace.....\$75.00
- (b) Woodburning.....\$75.00
- (c) Residential mechanical equipment.....\$75.00

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(d) Residential smoke or heat detectors	
Five (\$7.00) dollars each, minimum.....	\$75.00
(e) Restaurant extinguishing systems.....	\$100.00
(f) Automatic Fire Sprinkler:	
Three (\$5.00) dollars per head, Minimum.....	\$50.00
(g) Industrial/commercial fire alarm	
System.....	\$75.00
(h) Flammable/combustible liquid tank	
Installation, except commercial shall	
Be \$100.00 per \$1,000 gallons.....	\$100.00
(i) Flammable/combustible liquid tank	
Removal/abandonment. Includes	
Above or underground storage tanks.....	\$100.00
(j) Installation of Propane tanks up to 350 lbs.....	\$75.00
(k) Chimney liner.....	\$75.00
(l) Egress emergency and exit lighting Systems.....	\$75.00
(m) Industrial/commercial mechanical Systems.....	\$75.00
(n) L.P.G. or L.N.G. tanks.....	\$75.00
(o) Standpipes.....	\$75.00
(p) Pool Heaters.....	\$75.00
(q) Minimum fee.....	\$75.00
(r) Plan review credit.....	20%
(s) Change of contractor.....	\$25.00

77-10.1: No Change.

77.10.2 The Mechanical Subcode Fees.

Mechanical Subcode Fees shall be:

- 1) \$100 for the installation and replacement of heating and cooling equipment, or other mechanical equipment in existing buildings of R-3, R-4 and R-5 Use Groups.
 - (a) Other equipment shall include: refrigeration, air conditioning, heating systems, or standby power generators.
 - (b) The \$100.00 fee shall be for each item.
- 2) Other fees:
 - (a) Fee for a chimney liner.....\$75.00
 - (b) Fee for a hot water or water storage tank.....\$75.00
 - (c) Fee for gas piping.....\$20.00
 - (d) Fee for ductwork for mechanical equipment.....\$20.00
 - (e) Fee for A/C, ductless split systems:
 - (up to 3 interior units).....\$100.00
 - (4 or more interior units).....\$175.00
- 3) Notwithstanding anything to the contrary, the minimum fee for any Mechanical subcode permit shall be.....\$75.00
 - (a) Plan review fee.....20%
 - (b) Change of Contractor.....\$25.00

Section III Severability

If any section, sentence or any other part of this Ordinance is adjudged unconstitutional or invalid, such judgment shall not effect, impair, or invalidate the remainder of this Ordinance but shall be confined in its effect to the section, sentence or other part of this Ordinance directly involved in the controversy which such judgment shall be rendered.

Section IV Inconsistent Ordinances Repealed.

All ordinances or parts or ordinances which are inconsistent with the provisions of ordinance are hereby repealed, but only to the extent of such inconsistencies.

Section V Effective Date.

This Ordinance shall take effect immediately upon final passage and publication as provided by law.

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A motion was offered by Councilman Shell and seconded by Councilman Iannelli to approved the Introduction of Ordinance #2021-41. Motion carried on a roll call vote – All present voting “Aye”.

PUBLIC COMMENTS

Mayor opened the meeting to the public. He stated if anyone desired to be heard, please raise your and to be recognized, come forward to the microphone and state your name and address for the record.

Seeing none, the Mayor closed the meeting to the public

COUNCIL COMMENTS AND MAYOR'S REMARKS

By almost any measure, 2020 has been one of the most challenging years our country and community have ever experienced. With hopes for better days ahead, I would like to take a moment to reflect upon the past year and share with you what I am especially thankful for in our fine town.

I am thankful for the volunteers who serve this town. Our friends and neighbors in the Fire Department and Ambulance Corp. continued to selflessly give their time and energy to respond day and night to emergencies, in spite of personal health and safety risks..

I am thankful for the competence and professionalism of our Police Department. In a year where the worth and integrity of an entire profession was indiscriminately attacked and called into question by many in society, I am proud to say in Ho-Ho-Kus we are fortunate to have one of the most educated and well-trained forces. Our department is engaged with the residents and understands the importance of community policing. They continue to be a force for good as they protect and serve.

I am thankful for the efforts of our DPW workers, who quietly and often without notice performed the essential work of our town during the pandemic. Work that we sometimes take for granted.

I am thankful for our public school, its teachers and administration. They continue to provide the highest quality education which our children deserve, as well as the essential interaction and socialization they need despite the challenges presented by global pandemic restrictions.

I am thankful for the efforts of community groups such as the Contemporary Club and for those residents who have focused on efforts to relieve some of the economic hardship afflicting our businesses during the year.

Finally, I am grateful for the dedication and commitment of all the borough hall staff and the borough council who have strived to keep the public informed and provide reliable services while maintaining as much normalcy as possible during a tragic Covid-19 year.

God bless you and your families. May it indeed be a Happy New Year.

BENEDICTION:

Pastor Richard Bierwas of Ho-Ho-Kus Community Church offered the Benediction.

ADJOURNMENT

With no further business to come before the Council and on a motion by Councilmember Shell, seconded by Council President Troast, Mayor Randall adjourned the meeting at 7:44 PM.

Respectfully submitted,

Joan Herve, RMC/CMR
Borough Clerk

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