

**BOROUGH OF INTERLAKEN
MINUTES
JANUARY 3, 2018
7:00 P.M. AT BOROUGH HALL**

The meeting of the Borough of Interlaken was called to order at 7:03 p.m., by Mayor Nohilly. It was followed by a salute to the flag and a moment of silence. Sunshine Statement was read by Borough Clerk Reibrich. "The notice of the requirements of the Open Public Meetings Act has been satisfied by forwarding annual notice to the Coaster and Asbury Park Press. A copy of the notice is posted on the Borough bulletin board and is on file in the Borough Clerk's office."

Present: Mayor Nohilly, Council President White, Council members: Franks, Gunn and Horowitz

Also Present: Assemblyman Eric Houghtaling Borough Attorney Richard Shaklee and Borough Administrator/Clerk Lori Reibrich

Late Arrival: Councilman Watson 7:11pm

Absent: Councilman Butler

1. **SWEARING IN OF COUNCILWOMAN MINDY HOROWITZ**

Assemblyman Eric Houghtaling administered the Oath of Office to Mindy Horowitz.

2. **SWEARING IN OF COUNCILMAN JOHN GUNN**

Assemblyman Eric Houghtaling administered the Oath of Office to Councilman John Gunn.

3. **ROLL CALL BY BOROUGH CLERK**

Borough Clerk/Administrator Reibrich took Roll Call.

4. **PUBLIC COMMENT:** Mayor Nohilly opened the floor for public comment.

Assemblyman Eric Houghtaling stated that it was an honor to swear in Councilwoman Horowitz and Councilman Gunn and congratulated them.

Assemblyman Houghtaling stated that not only is he a member of the Assembly, but he is also a member of the Deal Lake Commission. The Commission takes the health of the lake seriously. The Commission is working on grants for the upkeep of the lake.

Assemblyman Houghtaling congratulated the Mayor for the great things that are happening in Interlaken and offered wishes for all the best in 2018.

Assemblyman Houghtaling offered his assistance to the Mayor and Council with any grants/projects before the Department of Transportation or the Department of Environmental Protection. Please let his office know when any project is planned. They will be happy to help expedite the project. It is all about helping the District.

Mayor Nohilly thanked Assemblyman Houghtaling and noted that there are future projects that will be submitted.

Assemblyman Haughtaling left the meeting.

With no additional public comment, Mayor Nohilly closed the floor.

5. **RESOLUTION 2018-1: APPOINTMENT OF 2018 COUNCIL PRESIDENT**

Councilman Franks made a motion to nominate Councilman White to Council President, seconded by Councilwoman Horowitz and unanimously carried.

	Mayor Nohilly	Council President White	Councilman Franks	Councilman Gunn	Councilman Horowitz	Councilwoman Butler	Councilman Watson
Motion to Approve			X				
Motion to Second					X		
Approved		X	X	X	X	X	X
Opposed							
Abstain/ Recuse							
Absent/ Excused							

Borough Clerk/Administrator Reibrich administered the oath of office to Council President White.

Mayor Nohilly congratulated Council President White.

With no Council comments, Councilman Gunn made motion for Consent Agenda of Resolutions 2018-2 to 2018-30, seconded by Council President White and unanimously carried.

	Mayor Nohilly	Council President White	Councilman Franks	Councilman Gunn	Councilman Horowitz	Councilwoman Butler	Councilman Watson
Motion to Approve				X			
Motion to Second		X					
Approved		X	X	X	X	X	X
Opposed							
Abstain/ Recuse							
Absent/ Excused							

6. **RESOLUTION 2018-2**

APPROVAL OF COUNCIL ASSIGNMENTS

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby confirms the following council assignments for 2018:

COMMITTEE	LIAISON
ADMINISTRATION & FINANCE	Councilman Robert White – Chair
	Councilman John Gunn
	Councilwoman Mindy Horowitz

COMMITTEE	LIAISON
PUBLIC SAFETY, COURT & CONSTRUCTION INSPECTION	Councilman Robert White – Chair
	Councilman Mervin Franks
	Councilman John Butler

COMMITTEE	LIAISON
STREETS, ROADS & SEWERS	Councilman Mervin Franks – Chair
	Councilman John Butler
	Councilman Brendan Watson

DEPARTMENT	COUNCIL LIAISON
BOARD OF EDUCATION	Councilwoman Mindy Horowitz

DEPARTMENT	COUNCIL LIAISON
SHADE TREE COMMISSION	Councilman Robert White

DEPARTMENT	COUNCIL LIAISON
PLANNING BOARD	Councilman John Gunn

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator

7. RESOLUTION 2018-3: APPROVAL OF BOROUGH COUNCIL MEETING SCHEDULE FOR 2018

APPROVAL OF BOROUGH COUNCIL MEETING SCHEDULE FOR 2018

WHEREAS, in compliance with the provisions of the Open Public Meetings Act, the Borough Council of the Borough of Interlaken are required to provide annual notice to the public by adopting, posting and distributing a schedule of its regular meetings for the coming year; and

WHEREAS, Borough Council meetings are typically held on the third Wednesday of each month, unless otherwise advertised or listed in the annual notice, at Borough Hall, 100 Grasmere Avenue, Interlaken, New Jersey; and

WHEREAS, the workshop portion of the meeting will begin at 7:00 p.m., with the regular meeting immediately following the conclusion of the workshop portion, however, in no event will the regular meeting start earlier than 7:30 p.m. No workshop meeting will be held at Reorganization.

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby approves the following schedule of meetings for 2018:

MONTH	DATE
JANUARY***	REORGANIZATION – 1/3/2018, 7 PM
	1/17/2018
FEBRUARY	2/21/2018
MARCH *	3/07/2018
	3/21/2018
APRIL	4/18/2018
MAY	5/16/2018
JUNE	6/20/2018
JULY	7/18/2018
AUGUST	8/15/2018
SEPTEMBER	9/19/2018
OCTOBER	10/17/2018
NOVEMBER **	11/07/2018
DECEMBER	12/19/2018
2019 REORGANIZATION = WEDNESDAY, JANUARY 2, 2019 7:00 p.m. with no workshop	

**Two (2) meetings scheduled for the month due to budget.*

*** 2nd Wednesday meeting date scheduled due to annual conference.*

**** NJ State Statute allows the annual reorganization to commence within the first seven days of the calendar year. The 2018 Reorganization Meeting was advertised with the 2017 Council Meeting Schedule.*

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator
2. Official Newspapers (Annual Notice)

8. **RESOLUTION 2018-4: APPROVAL OF THE BOROUGH OF INTERLAKEN HOLIDAY SCHEDULE FOR 2018** (PURSUANT TO CBA & EMPLOYEE HANDBOOK)

APPROVAL OF THE BOROUGH OF INTERLAKEN HOLIDAY SCHEDULE FOR 2018

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that the Borough will hereby observe the following holiday schedule pursuant to the local collective bargaining unit agreement and employee handbook:

HOLIDAY	DATES CLOSED
Monday, January 1, 2018	New Year's Day
Monday, January 15, 2018	Martin Luther King Day
Monday, February 19, 2018	President's Day
Friday, March 30, 2018	Good Friday
Monday, May 28, 2018	Memorial Day
Wednesday, July 4, 2018	Independence Day
Monday, September 4, 2017	Labor Day
Monday, October 8, 2018	Columbus Day
Monday, November 12, 2018 (observed)	Veteran's Day
Thursday & Friday November 22 & 23, 2018	Thanksgiving
Tuesday, December 25, 2018	Christmas

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. All Borough Employees
2. Chief Financial Officer
3. Borough Administrator

9. **RESOLUTION 2018-5: AUTHORIZING AWARD OF 2018 CONTRACTS FOR PROFESSIONAL SERVICES UTILIZING THE "ALTERNATE FAIR AND OPEN" PROCESS PURSUANT TO N.J.S.A. 19:44A-20.5**

AUTHORIZING AWARD OF CONTRACTS FOR PROFESSIONAL SERVICES PURSUANT TO N.J.S.A. 19:44A-20.5

WHEREAS, a need exists to contract for the below noted services for the Borough of Interlaken as an alternate fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, for the purpose of imposing the strictest campaign spending limitations under the New Jersey State Pay-to-Play Law; and

WHEREAS, the Chief Financial Officer has certified that funds are available for these purposes as provided in the 2017 Municipal Budget and/or in various ordinances, trust or escrow accounts subject to adequate funds, which will be properly charged; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., requires that the Resolution authorizing the award of a contract for professional services without competitive bids, as well as the contract itself, must be available for public inspection; and

WHEREAS, said professionals have completed and submitted a Business Entity Disclosure Certification and C.271 Political Contribution Disclosure Form, which certifies that said professional has not made any reportable contributions to a political or candidate committee in the Borough of Interlaken in the previous one year, and that the contract will prohibit said professional from making any reportable contributions to a political or candidate committee in the Borough of Interlaken throughout the term of the contract; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Interlaken that the Mayor and Borough Clerk are hereby authorized and directed to execute contracts with the following professionals for a one (1) year term commencing January 1, 2018 through December 31, 2018:

- Mr. Peter Avakian, P.E.

Leon S. Avakian, Inc. Consulting Engineers
Borough Engineer / Planning Board Engineer

- Mr. Richard J. Shaklee, Esq.
McLaughlin, Stauffer, & Shaklee, P.C.
Borough Attorney
- Mr. Drew Stauffer, Esq.
McLaughlin, Stauffer & Shaklee, P.C.
Borough Bond Counsel
- Mr. Matthew Giacobbe, Esq.
Cleary, Giacobbe, Alfieri, Jacobs, LLC
Borough Labor Attorney
- Mr. Sanford D. Brown, Esq.
Law Office of Sanford D. Brown, LLC
Planning Board Attorney
- Robert A. Hulsart, CPA
Robert A. Hulsart and Company
Borough Auditor
- Associated Humane Society
Animal Control Services
- Visiting Nurse Association of Central New Jersey
Public Health Services
- Ross Ellicott
Ellicott Network Consultants, LLC
Information Technology / Website Hosting Services

BE IT FURTHER RESOLVED that a notice of this action shall be printed in the legal newspaper of the Borough, as required by law, within ten (10) days of its passage; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the following:

1. All professionals so named in this resolution
2. Chief Financial Officer
3. Borough Administrator

10. **RESOLUTION 2018-6: CONFIRMING RE-APPOINTMENT OF LORI REIBRICH AS BOROUGH ADMINISTRATOR – ONE (1) YEAR TERM**

**CONFIRMING RE-APPOINTMENT OF LORI REIBRICH
TO THE POSITION OF BOROUGH ADMINISTRATOR**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Lori Reibrich as Borough Administrator for a one (1) year term commencing January 1, 2018 through December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator/Clerk
2. Stephen Gallagher, Chief Financial Officer

**CONFIRMING RE-APPOINTMENT OF LORI REIBRICH
TO THE POSITION OF BOROUGH ADMINISTRATOR**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Lori Reibrich as Borough Administrator for a one (1) year term commencing January 1, 2017 through December 31, 2017; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator/Clerk
2. Stephen Gallagher, Chief Financial Officer

11. **RESOLUTION 2018-7: APPROVING APPOINTMENT OF THE EMERGENCY MANAGEMENT DEPUTY COORDINATORS NORMAN COTTRELL AND SGT. BRIAN EGAN – ONE (1) YEAR TERM**

APPROVING APPOINTMENT OF EMERGENCY MANAGEMENT DEPUTY COORDINATORS – ONE YEAR TERM

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints the following Deputy Coordinators for the Office of Emergency Management for a one (1) year term to expire 12/31/2018;

1. Norman Cottrell
Public Works Foreman
2. Lieutenant Matthew Sharin
Deal Police Department

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Monmouth County Office of Emergency Management
2. Chief Ronen Neuman, Coordinator, Office of Emergency Management
3. Deputy Coordinators, Office of Emergency Management
4. Borough Administrator

12. **RESOLUTION 2018-8: APPROVING APPOINTMENT OF NORMAN COTTRELL AS RECYCLING COORDINATOR – ONE (1) YEAR TERM**

APPROVING APPOINTMENT OF NORMAN COTTRELL AS RECYCLING COORDINATOR – ONE YEAR TERM

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Norman Cottrell as the Recycling Coordinator, effective January 1, 2018, through December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Fran Metzger, County Recycling Coordinator
2. Norman Cottrell, Recycling Coordinator
3. Lori Reibrich, Borough Administrator

13. **RESOLUTION 2018-9: APPROVING APPOINTMENT OF SCOTT LOFTUS AS CODE ENFORCEMENT AND ZONING OFFICER – ONE (1) YEAR TERM**

APPROVING APPOINTMENT OF SCOTT LOFTUS AS CODE ENFORCEMENT AND ZONING OFFICER

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Scott Loftus as Code Enforcement and Zoning Officer for the Borough of Interlaken effective January 1, 2018 to December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator
2. Scott Loftus, Code Enforcement/Zoning Officer

14. RESOLUTION 2018-10: APPROVING APPOINTMENT OF STEPHEN O. GALLAGHER AS BOROUGH TREASURER – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF STEPHEN O. GALLAGHER AS THE BOROUGH TREASURER – ONE YEAR TERM

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Stephen O. Gallagher as Borough Treasurer, for a one year term from January 1, 2018 to December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator/Clerk
2. Stephen Gallagher, CFO/Tax Collector

15. RESOLUTION 2018-11: APPROVING APPOINTMENT OF GINA KNESER AS DEPUTY BOROUGH CLERK – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF GINA KNESER AS DEPUTY BOROUGH CLERK – ONE YEAR TERM

WHEREAS, the Borough Council established the position of Deputy Borough Clerk to serve in the absence of the Borough Clerk. The Deputy Borough Clerk shall exercise all of the powers of the Borough Clerk and assume all of the duties of the Borough Clerk in her absence until such time that the Borough Clerk shall resume such duties; and

WHEREAS, N.J.S.A. 40A:9-135 provides that the term of office of Deputy Borough Clerk shall be a one year (1) year term; and

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Gina Kneser as Deputy Borough Clerk for a one (1) year term effective January 1, 2018 to December 31, 2018; and

BE IT RESOLVED that the position of Deputy Borough Clerk be compensated in accordance with the current Salary Ordinance; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator/Clerk
2. Gina Kneser, Deputy Borough Clerk

16. RESOLUTION 2018-12: APPROVING APPOINTMENT OF WILLIAM COY AS INDOOR AIR QUALITY CONTROL OFFICER – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF BILL COY AS INDOOR AIR QUALITY CONTROL OFFICER

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby appoints Bill Coy as Indoor Air Quality Control Officer, effective January 1, 2018 through December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Bill Coy, Indoor Air Quality Control Officer
2. Cindy Lisa, Danskin Agency
3. J.A. Montgomery Risk Control
4. Lori Reibrich, Borough Administrator

17. RESOLUTION 2018-13: APPROVING APPOINTMENT OF LORI REIBRICH AS COMMUNITY DEVELOPMENT REPRESENTATIVE AND BILL COY AS THE ALTERNATE – ONE (1) YEAR TERM

APPROVING APPOINTMENTS OF LORI REIBRICH AS COMMUNITY DEVELOPMENT REPRESENTATIVE AND WILLIAM COY AS THE ALTERNATE

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Lori Reibrich as the Interlaken representative and William Coy as the alternate for the Community Development (CD) Representative with the County of Monmouth, effective January 1, 2018 through December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator
2. William Coy, Finance Clerk/Administrative Assistant
3. Alexandra Jacinto, Community Development, Monmouth County

18. RESOLUTION 2018-14: APPROVING APPOINTMENT OF PUBLIC AGENCY AFFIRMATIVE ACTION COMPLIANCE OFFICER, LORI REIBRICH – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF PUBLIC AGENCY AFFIRMATIVE ACTION COMPLIANCE OFFICER – LORI REIBRICH

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Lori Reibrich as Public Agency Compliance Officer, effective January 1, 2018 through December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator

2. State of New Jersey Department of Treasury

19. **RESOLUTION 2018-15: APPROVING APPOINTMENT OF INSURANCE FUND COMMISSIONER, LORI REIBRICH, AND WILLIAM COY AS THE ALTERNATE – ONE (1) YEAR TERM**

**CONFIRMING APPOINTMENT OF LORI REIBRICH
AS INSURANCE FUND COMMISSIONER AND
WILLIAM COY AS THE ALTERNATE**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Lori Reibrich as the Fund Commissioner for the Monmouth County Joint Insurance Fund and appoints William Coy as the alternate for 2018, with said terms expiring on December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator
2. James Rogers, Chair, Monmouth County JIF
3. Chuck Casagrande
4. Danskin Agency

20. **RESOLUTION 2018-16: APPROVING APPOINTMENT OF WILLIAM COY AS SAFETY COORDINATOR – ONE (1) YEAR TERM**

**APPROVING APPOINTMENT OF WILLIAM COY
AS SAFETY COORDINATOR**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints William Coy as Safety Coordinator effective January 1, 2018 through December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Danskin Agency
2. J.A. Montgomery Risk Control
3. Bill Coy, Safety Coordinator
4. Lori Reibrich, Borough Administrator

21. **RESOLUTION 2018-17: APPROVING APPOINTMENT OF WILLIAM COY AS WEBMASTER FOR BOROUGH WEBSITE – ONE (1) YEAR TERM**

**APPROVING APPOINTMENT OF WEBMASTER
FOR BOROUGH WEBSITE – WILLIAM COY**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints William Coy as Webmaster for the Borough Website, effective January 1, 2018 through December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Lori Reibrich, Borough Administrator
2. William Coy, Webmaster

22. **RESOLUTION 2018-18: APPROVING APPOINTMENT OF DONALD NISSIM AS THE DEAL LAKE COMMISSION REPRESENTATIVE FOR INTERLAKEN – ONE (1) YEAR TERM**

APPROVING APPOINTMENT OF DEAL LAKE COMMISSION REPRESENTATIVE AND ALTERNATE FOR 2018

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Donald Nissim as the Deal Lake Commission Representative and David D’Alessio as the alternate representative, effective January 1, 2018 through December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Donald Nissim, Deal Lake Representative
2. David D’Alessio, Deal Lake Alternate
3. Deal Lake Commission
4. Lori Reibrich, Borough Administrator

23. **RESOLUTION 2018-19: APPROVING APPOINTMENT OF TONIA MCCUDDEN AS CLEAN COMMUNITIES COORDINATOR FOR 2018**

APPROVING APPOINTMENT OF TONIA MCCUDDEN AS CLEAN COMMUNITIES COORDINATOR FOR 2018

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Tonia McCudden as Clean Communities Coordinator, effective January 1, 2018 through December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Tonia McCudden, Clean Communities Coordinator
2. Lori Reibrich, Borough Administrator

24. **RESOLUTION 2018-20: APPROVING APPOINTMENT OF PLANNING BOARD MEMBERS AND PLANNING BOARD SECRETARY**

APPROVING APPOINTMENTS TO THE PLANNING BOARD

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that pursuant to Chapter 25 of the Code of the Borough of Interlaken that the following appointments are hereby confirmed to the Planning Board:

Name	Class	Term	Expiration
Gina Kneser Borough Employee	Secretary	1 year	12/31/18
Kathy Umfrid	Class I	Concurrent w/ Mayor	12/31/19
Marguerite Dalton	Class II	Concurrent w/ other Board term	12/31/18

John Gunn Council Liaison	Class III	Concurrent w/ Council Term	12/31/20
Thomas Papp	Class IV	4 years	12/31/22
Rick Menditto	Class IV	4 years	12/31/22
Tom Wasilishen	Class IV	4 years	12/31/22
Marianne Gatch	Alternate	2 years	12/31/19
Amanda Kane	Alternate	2 years	12/31/19

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. All members so appointed
2. Gina Kneser, Planning Board Secretary
3. Sanford Brown, Esq., Planning Board Attorney

25. RESOLUTION 2018-21: APPROVING APPOINTMENT OF BOB WAITT AS BOROUGH HISTORIAN – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF BOROUGH HISTORIAN

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Robert Waitt as the Borough Historian, effective January 1, 2018 through December 31, 2018; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Robert Waitt, 410 Bendermere Avenue
2. Lori Reibrich, Borough Administrator

26. RESOLUTION 2018-22: APPROVING BOROUGH OF INTERLAKEN’S CASH MANAGEMENT PLAN

APPROVING THE BOROUGH OF INTERLAKEN’S CASH MANAGEMENT PLAN

WHEREAS, NJSA 40A:5-14 mandates that the Governing Body shall, by Resolution passed by a majority of the membership thereof, approve a Cash Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Interlaken as follows:

1. The attached updated Cash Management Plan will guide the investment of idle cash of the Borough of Interlaken
2. The attached updated Cash Management Plan includes a Policy Statement to guide its implementation
3. The Chief Financial Officer will administer the Plan
4. The Plan is subject to annual audit

BE IT FURTHER RESOLVED that a certified copy of the within Resolution be forwarded to the following:

1. Borough Chief Financial Officer
2. Borough Auditor
3. All depositories named in Section IV of the attached updated Cash Management Plan
4. All dealers and brokerage firms in Section V of the attached Cash Management Plan

27. RESOLUTION 2018-23: AUTHORIZING ADOPTION OF THE 2017 TEMPORARY BUDGET

RESOLUTION ADOPTING 2018 TEMPORARY BUDGET

WHEREAS, in the normal operation of the Borough of Interlaken it is necessary for the making of contracts, commitments and payments prior to the adoption of the regular budget, and

WHEREAS, N.J.S.A. 40A:4-19 of the State of New Jersey provides the Governing Body of any municipality may make temporary appropriations to provide for any contracts, commitments or payments to be made between the beginning of the budget year and adoption of the final budget, and

WHEREAS, the total amount of the appropriations attached hereto and made a part thereof in the amount of \$556,415.00 does not exceed twenty-six and one-quarter (26.25) percent of the Local Budget Appropriations of the Borough of Interlaken for the year 2017, exclusive of any 2017 appropriations made for Debt Service and Capital Improvement Fund, and exclusive of 2018 Debt Service Appropriations.

NOW, THEREFORE IT RESOLVED by the Borough Council of the Borough of Interlaken, County of Monmouth, that the attached Temporary Budget for the year 2018 be adopted.

BE IT FURTHER RESOLVED that a copy of the within be forwarded to the following:

1. Stephen Gallagher, CFO
2. Lori Reibrich, Borough Administrator
3. Borough Auditor

28. RESOLUTION 2018-24: AUTHORIZING ESTABLISHMENT OF FEES, PENALTIES, AND INTEREST RATES FOR 2018

ESTABLISHING FEES, PENALTIES AND INTEREST FOR 2018

BE IT RESOLVED that upon the recommendations of the Borough Tax Collector:

1. Taxes shall be collected quarterly on February 1, May 1, August 1 and November 1, 2018.
2. There shall be a ten (10) day grace period on the quarterly taxes, after which unpaid taxes will be charged interest back to the due date.
3. Interest shall be charged and calculated at the rate of eight (8) % per annum on the first \$1,500.00 of the delinquency, and eighteen (18) % per annum on any amount in excess of \$1,500.00 to be calculated from the date the tax as payable until the date the actual payment is received.
4. There shall be a six (6) % penalty for a delinquency over \$10,000.00 if not paid prior to the end of the calendar year. Delinquency is defined to mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters.
5. Redemption fee for Tax Sale Certificates as follows:
Two (2) % on certificates \$200.00 to \$4,999.99.
Four (4) % on certificates \$5,000.00 to \$9,999.99.
Six (6) % on certificates over \$10,000.00.
6. A service charge of \$20.00 will be charged for each returned check, used to make any payment to the Borough of Interlaken, for insufficient funds.
7. A fee of \$5.00 will be charged for the first duplicate copy of the tax bill requested by a mortgage servicing organization and a fee of \$25.00 will be charged to each subsequent duplicate copy of the same bill in the same tax year.

8. All tax sale certificate redemption amounts shall be obtained from the Tax Collector. In addition, a \$25.00 fee will be charged for each additional request for a redemption calculation.
9. A fee of \$100.00 will be charged for the issuance of a Duplicate Tax Sale Certificate.

BE IT FURTHER RESOLVED that a certified copy of the within Resolution be forwarded to the following:

1. Stephen Gallagher, Chief Financial Officer
2. Robert Hulsart, Borough Auditor
3. Lori Reibrich, Borough Administrator

29. RESOLUTION 2018-25: AUTHORIZING THE TAX COLLECTOR TO CONDUCT A TAX LIEN SALE IN 2018

**AUTHORIZING THE TAX COLLECTOR TO CONDUCT
A TAX LIEN SALE IN 2018**

WHEREAS, there remains on the records and books of the Borough of Interlaken, delinquent taxes owing as of December 31, 2017; and

WHEREAS, the statutes of the State of New Jersey, expressly N.J.S.A. 54:5 et. seq. provide for the enforcement and collection of such delinquencies through a tax lien sale; and

WHEREAS, The Tax Collector is empowered by statute to conduct and preside over the sale of liens;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Interlaken, County of Monmouth, State of New Jersey, that the Tax Collector is authorized to conduct a tax lien sale for 2017 delinquent taxes on or before December 31, 2018.

NOW, THEREFORE, BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Stephen O. Gallagher, CFO/Tax Collector
2. Lori Reibrich, Borough Administrator

30. RESOLUTION 2018-26: AUTHORIZING THE CHIEF FINANCIAL OFFICER TO PAY CERTAIN VOUCHERS WHEN REQUIRED

**AUTHORIZING THE CHIEF FINANCIAL OFFICER TO PAY CERTAIN
VOUCHERS WHEN REQUIRED**

WHEREAS, the Borough of Interlaken has budgeted funds for 2018 for payment of utilities, payroll, debt service, governmental fees, and insurance, and for the printing and mailing costs of the Borough; and

WHEREAS, the payment of these items frequently arrives out of time for placement on the next available bill list, and in several months of the year the governing body does not meet for a period of one month, thereby inadvertently placing these bills and mailings in arrears because of the schedule of meetings; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Interlaken that the Chief Financial Officer be and is hereby authorized to make pre-payment of the following fixed items prior to the same appearing on the meeting bill lists, such funds to be taken from the pre-budgeted amount for each such expenses for 2018;

1. Utilities (electric, gas, water, sewer, cable and telephone)
2. Payroll
3. Debt services as evidenced by pre-existing bonds and notes
4. Health, dental and other insurance premiums
5. Federal, state, county fees and taxes
6. Postage for tax bills, newsletters, and other Borough mailings

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Stephen Gallagher, CFO
2. Lori Reibrich, Borough Administrator

31. **RESOLUTION 2018-27: DESIGNATION OF THE OFFICAL BOROUGH NEWSPAPERS – THE COASTER AND THE ASBURY PARK PRESS**

**DESIGNATION OF OFFICIAL BOROUGH NEWSPAPERS:
THE COASTER AND THE ASBURY PARK PRESS**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby designates the Asbury Park Press and The Coaster as the official Borough Newspapers.

32. **RESOLUTION 2018-28: APPROVING USE OF ROBERT’S RULES OF ORDER FOR BOROUGH COUNCIL MEETINGS**

APPROVING USE OF ROBERT’S RULES OF ORDER

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby approves the use of Robert’s Rules of Order for the conducting of Borough Council meetings in 2018.

33. **RESOLUTION 2018-29: APPROVING THE BOROUGH OF INTERLAKEN’S RULES OF ORDER FOR MEMBERS OF THE GOVERNING BODY**

**APPROVING THE BOROUGH OF INTERLAKEN’S
RULES OF ORDER FOR MEMBERS OF THE GOVERNING BODY**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby approves the use of the attached Rules of Order for Members of the Governing Body.

34. **RESOLUTION 2018-30: APPROVING THE APPOINTMENT OF THE SHADE TREE COMMISSION**

**APPROVING APPOINTMENT OF NANCY WETSTEIN
TO THE SHADE TREE COMMISSION – UNEXPIRED TERM**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby confirms the appointment of Nancy Wetstein to the Shade Tree Commission to fill the unexpired term of Mr. Doug Weaver through 12/31/18 ; and

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the following:

1. Nancy Wetstein, 517 Bridlemere Avenue
2. Interlaken Shade Tree Commission
3. Lori Reibrich, Borough Administrator

34. **REPORTS/CORRESPONDENCE**

- ADMINISTRATION/FINANCE - No report.
- PUBLIC SAFETY - No report.
- STREETS & ROADS - No report.
- RECREATION ADVISORY COMMITTEE - No report.
- SHADE TREE COMMISSION – Council President White stated that they will be getting a new member. Ms. Wetstein will join the Commission to replace Mr. Weaver, who resigned this post to join the Planning Board.
- PLANNING BOARD – Mayor Nohilly stated that the Planning Board will have two new members Amanda Kane and Marianne Gatsch. Both will be good additions to the Board.
- BOARD OF EDUCATION - No report.
- BOROUGH ADMINISTRATOR - Borough Clerk/Administrator Reibrich stated that Chief Ronen and Officer Vaccaro will attend the January meeting to go over the traffic study.

Councilman Franks stated that the Deal Police Department is starting a fund to pay fees for someone who cannot afford the fees to be able to adopt a pet from the shelter. The Police Department would like to have an event in the park, as way to raise funds for the cause. Deal Police has checked with the insurance company.

Borough Attorney Shaklee asked questions regarding the insurance.

Council is in favor of allowing the use of the park, as long as it is confirmed that there is insurance in place.

35. **COMMENTS FROM THE PUBLIC**

Mayor Nohilly opened the floor for public comment.
With no public present, Mayor Nohilly closed the floor.

36. **ADJOURNMENT**- With no Council comments, Councilman Franks made a motion to adjourn, seconded by Councilwoman Horowitz and unanimously carried.

	Mayor Nohilly	Council President White	Councilman Franks	Councilman Gunn	Councilman Horowitz	Councilwoman Butler	Councilman Watson
Motion to Approve			X				
Motion to Second					X		
Approved		X	X	X	X	X	X
Opposed							
Abstain/ Recuse							
Absent/ Excused							

Lori Reibrich, RMC
Borough Administrator/Clerk