

**BOROUGH OF INTERLAKEN
MINUTES
DECEMBER 15, 2016
7:30 P.M. AT BOROUGH HALL**

The regular meeting of the Borough of Interlaken was called to order at 7:46 p.m., by Mayor Nohilly. Sunshine Statement was read by Borough Clerk Administrator 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 annual notice was posted on the Borough bulletin board and is on file in the Borough Clerk's office."

Present: Mayor Nohilly, Council President White, Council members: Butler, Franks, Gunn, Handerhan and Horwitz

Also Present: Borough Attorney Richard Shaklee, Borough CFO/Tax Collector Stephen Gallagher and Borough Clerk/Administrator Lori Reibrich

Absent: None

1. PUBLIC COMMENTS- FOR AGENDA SPECIFIC ITEMS ONLY – EXCLUSIVE OF ORDINANCES

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

2. MAYOR'S PROCLAMATION: HONORING COUNCILMAN WILLIAM HANDERHAN

**MAYOR'S PROCLAMATION
HONORING WILLIAM HANDERHAN**

WHEREAS, William Handerhan served as Councilman for the Borough of Interlaken from January 1, 2014 through December 31, 2016; and

WHEREAS, Councilman William Handerhan understood the value of public service to the Borough of Interlaken; and

WHEREAS, due to the stewardship and dedication shown by William Handerhan through his time on the Borough Council; as a Chairman of the Streets and Roads Committee, member of the Public Safety Committee and dedicated Recreation Volunteer, his decisions and hard work maintained the high governmental standards of Borough of Interlaken for the greater good of the community; and

WHEREAS, the efforts of William Handerhan, who served the Interlaken Borough Council well for his years as Councilman, is deserving of much regard and appreciation for his dedication and service.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and the Borough Council of the Borough of Interlaken hereby commends William Handerhan whose commitment to the Borough Council and stellar service to the community will be appreciated for many years to come.

Council thanked Councilman Handerhan for his service.

3. **APPROVAL OF MINUTES: NOVEMBER 9, 2016- REGULAR MEETING**

With no Council comment, Council President White made a motion to approve the minutes, seconded by Councilman Gunn and unanimously carried.

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

4. **RESOLUTION 2016-87: TRANSFER RESOLUTION**

**BOROUGH OF INTERLAKEN
COUNTY OF MONMOUTH
TRANSFER RESOLUTION R2016-87**

WHEREAS, there appears to be insufficient funds in the following accounts (excepting the appropriation for Contingent Expenses or Deferred Charges) to meet the demands thereon for the balance of the Current Year for 2016 Budget Appropriations, viz:

Appropriation	Amount
Current Fund Appropriations	
SW Borough Clerk	400.00
OE Workers Comp Insurance	730.00
OE Buildings & Grounds	2,500.00
OE Health & Human Services	200.00
OE Telephone	400.00
OE Water	750.00
OE Dumping Fees	2,200.00
OE Fire/First Aid Int. & Amort	8,600.00
Total Current Insufficiencies	\$15,780.00

WHEREAS, there appears to be a surplus in the following accounts (excepting the appropriation for Contingent Expenses, Down Payments or Capital Improvement Fund) over and above the demand deemed to be necessary for the balance of the Current Year for 2016 Budget Appropriations, viz:

Appropriation	Amount
Current Fund Appropriations	
OE Borough Clerk	2,300.00
OE Finance	2,500.00
OE Legal Services	6,000.00
OE Engineering	2,500.00
OE Streets & Roads	2,480.00
Total Current Fund Appropriations	\$15,780.00

NOW, THEREFORE, BE IT RESOLVED, (not less than two-thirds of the full membership thereof affirmatively concurring) that in accordance with the provision of N.J.S.A. 40A:4-59, part of the surplus in the account heretofore mentioned by and the same hereby transferred to the accounts (excepting the appropriation for Contingent Expenses or Deferred Charges) mentioned as being insufficient, to meet the current demands, and

BE IT FURTHER RESOLVED that the Chief Financial Officer be and is hereby authorized and directed to make the transfers:

TO		FROM	
Account	Amount	Account	Amount
Current Fund Appropriations			
SW Borough Clerk	400.00	OE Borough Clerk	2,300.00
OE Workers Comp Insurance	730.00	OE Finance	2,500.00
OE Buildings & Grounds	2,500.00	OE Legal Services	6,000.00
OE Health & Human Serv	200.00	OE Engineering	2,500.00
OE Telephone	400.00	OE Streets & Roads	2,480.00
OE Water	750.00		
OE Dumping Fees	2,200.00		
OE Fire/First Aid Int. & Amort	8,600.00		
Total	15,780.00		15,780.00

BE IT FURTHER RESOLVED, that two certified copies of this resolution are to be filed with the Director of the Division of Local Government Services and that a copy of the within resolution be forwarded to the following:

1. Chief Financial Officer
2. Borough Auditor

With no Council comment, Council President White made a motion to approve the transfers, seconded by Councilwoman Horowitz and unanimously carried.

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

5. **RESOLUTION 2016-88: CANCEL OLD OUTSTANDING CHECKS AND RECONCILING ITEMS**

**BOROUGH OF INTERLAKEN
COUNTY OF MONMOUTH
CANCEL OLD OUTSTANDING CHECKS AND RECONCILING ITEMS**

WHEREAS, Certain checks and reconciling items have been identified in the Current Fund Bank Account, Payroll Agency and General Capital Bank Accounts by the Chief Financial Officer as outstanding prior to 2016 and;

WHEREAS, It is a normal financial practice to review the bank accounts for old outstanding items for cancellation with the balances to be returned to the Current Fund Balance or the fund of origination, and;

WHEREAS, it is necessary to formally cancel said checks and other reconciling items so that the unnecessary balances may be returned to Surplus Balance in the Current Fund or to the fund of origination;

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Interlaken, County of Monmouth, State of New Jersey that the following old outstanding checks, miscellaneous reconciling items and surplus balances be canceled:

Account	Check #	Amount
Current Fund:		
Old Check - 02/06/13	14732	500.00
Old Check - 04/17/13	14871	23.44
Old Check - 05/01/13	14890	1,775.00
Old Check - 07/10/13	14991	3,500.00
Old Check - 07/10/13	15001	200.00
Old Check - 12/18/13	15239	65.03
Old Check - 03/19/14	15357	27.00
Old Check - 03/19/14	15378	1,393.83
Old Check - 10/01/14	15659	111.00
Old Check - 02/18/15	15860	25.00
Old Check - 03/18/15	15877	25.00
Old Check - 05/20/15	15986	50.00
Old Check - 07/15/15	16062	25.00
Old Check - 07/15/15	16086	25.00
Old Check - 08/19/15	16112	25.00
Old Check - 09/30/15	16162	25.00
Old Check - 11/12/15	16226	25.00
Old Check - 12/16/15	16269	535.56
Old Check - 12/16/15	16271	50.00
Developer Escrow:		
Old Check – 2/13/07	3078	200.00
Old Check – 5/7/14	1036	500.00
Recreation Trust:		
Old Check – 12/18/13	1283	52.34
Old Check – 1/21/15	1308	142.80
Reconciling Item – Current Fund		-.34
Reconciling Item – Payroll Account		-.23
Reconciling Item – Animal Control		-20.00
Total of Balances to Cancel to Surplus in Current Fund		9,280.43

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be provided by the Borough Clerk to each of the following:

1. Chief Financial Officer/Tax Collector
2. Borough Auditor

With no Council comment, Council President White made a motion to cancel checks, seconded by Councilman Gunn and unanimously carried.

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

6. **RESOLUTION 2016-89: AUTHORIZING FINAL PAYMENT TO MCCAULEY CONSTRUCTION FOR CDBG ADA IMPROVEMENTS TO BOROUGH HALL**

RESOLUTION AUTHORIZING FINAL PAYMENT CERTIFICATE #4

WHEREAS, the Borough previously entered into a contract with McCauley Construction Inc. for the Community Development Block Grant project entitled “*Interior Renovation of Existing Counter and Toilet Rooms*”; and

WHEREAS, the Borough Engineer has recommended approval of Final Payment Certificate No. 4 for an adjusted total contract of \$110,217.00; and;

WHEREAS, the Borough Engineer has reviewed the request and has certified that the work has been completed and the request for funds is correct as per attached Engineer Certificate No. 4., and;

WHEREAS, the Mayor and Council is required to pass a resolution authorizing payment to the contractor subject to receipt of payment from the County of Monmouth.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council that Payment Certificate No. 4 to McCauley Construction Inc is hereby authorized in the payment amount of \$17,236.20, subject to the receipt of payment from Monmouth County.

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

1. McCauley Construction, Inc, Erick Luton
2. Peter Avakian, Borough Engineer
3. Borough Administrator
4. Chief Financial Officer

With no Council comment, Council President White made a motion to approve payment, seconded by Councilman Handerhan and unanimously carried.

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

7. **RESOLUTION 2016-90: APPROVING APPOINTMENT OF MUNICIPAL COURT JUDGE**

APPROVING APPOINTMENT OF THE HONORABLE MUNICIPAL JUDGE SCOTT BASEN AS MUNICIPAL COURT JUDGE – THREE (3) YEAR TERM

WHEREAS, the Borough of Interlaken and the Borough of Deal have entered into a shared service agreement regarding the Interlaken Municipal Court and;

WHEREAS, the shared service agreement requires appointments of officers of the court under the discretion of the Borough of Deal; and

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby appoints Scott Basen as the Municipal Judge for a term effective January 1, 2017, through December 31, 2020, and

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

1. Honorable Scott Basen, Judge
2. Patricia Weaver, Court Administrator
3. Lori Reibrich, Borough Administrator
4. Stephen Carasia, Borough of Deal Administrator
5. Jon Tonelli, Administrative Office of the Courts

With no Council comment, Council President White made a motion to appoint Judge, seconded by Councilwoman Horowitz and unanimously carried.

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

8. RESOLUTION 2016-91: APPROVING APPOINTMENT OF PROSECUTOR

APPROVING APPOINTMENT OF MUNICIPAL PROSECUTOR

WHEREAS, the Borough of Interlaken and the Borough of Deal have entered into a shared service agreement regarding the Interlaken Municipal Court and;

WHEREAS, the shared service agreement requires appointments of officers of the court under the discretion of the Borough of Deal; and

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby appoints Jason Shamy, Esq. as the Prosecutor for a one (1) year term effective January 1, 2017 and to expire December 31, 2017.

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

1. Honorable Scott Basen, Judge
2. Patricia Weaver, Court Administrator
3. Lori Reibrich, Borough Administrator
4. Stephen Carasia, Borough of Deal Administrator
5. Jon Tonelli, Administrative Office of the Courts

Council President White made a motion to approve appoint Prosecutor, seconded by Councilman Handerhan and unanimously carried.

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

9. RESOLUTION 2016-92: APPROVING APPOINTMENT OF PUBLIC DEFENDER

APPROVING APPOINTMENT OF MUNICIPAL PUBLIC DEFENDER

WHEREAS, the Borough of Interlaken and the Borough of Deal have entered into a shared service agreement regarding the Interlaken Municipal Court and;

WHEREAS, the shared service agreement requires appointments of officers of the court under the discretion of the Borough of Deal; and

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby appoints Eric Casriel, Esq as the Public Defender for a one (1) year term effective January 1, 2017 and to expire December 31, 2017.

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

1. Honorable Scott Basen, Judge
2. Patricia Weaver, Court Administrator
3. Lori Reibrich, Borough Administrator
4. Stephen Carasia, Borough of Deal Administrator
5. Jon Tonelli, Administrative Office of the Courts

Council President White made a motion to appoint Public Defender, seconded by Councilman Gunn and unanimously carried.

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

10. RESOLUTION 2016-93: APPROVING SIGNATORY CHANGES TO INVESTORS SAVINGS BANK ACCOUNT- COURT GENERAL ACCOUNT AND COURT BAIL ACCOUNT

AUTHORIZING SIGNATORY CHANGES TO THE INVESTORS SAVINGS BANK ACCOUNTS- COURT GENERAL ACCOUNT AND COURT BAIL ACCOUNT

WHEREAS, the Borough of Interlaken and the Borough of Deal have entered into a shared service agreement regarding the Interlaken Municipal Court and;

WHEREAS, the shared service agreement requires appointments of officers of the court under the discretion of the Borough of Deal; and

WHEREAS, the Borough of Interlaken and the Borough of Deal wishes to make changes to the current signatories on the Court General Account and the Court Bail Account as follows:

Remove Signatories: Honorable George Cieri, Judge and Lisa Casler, Court Assistant

Add New Signatory: Mary Ellen Supon, Court Administrator

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby authorizes the removal and addition of signatories from the Investor Savings Bank Court General and Court Bail Accounts.

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

1. Honorable Scott Basen, Judge
2. Patricia Weaver, Court Administrator
3. Lori Reibrich, Borough Administrator
4. Stephen Carasia, Borough of Deal Administrator
5. Jon Tonelli, Administrative Office of the Courts
6. Investors Savings Bank

Council President White made a motion to approve signatory changes, seconded by Councilman Gunn and unanimously carried.

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

11. RESOLUTION 2016-94: BILL LIST

BOROUGH OF INTERLAKEN BILL LIST REPORT FOR BOROUGH COUNCIL APPROVAL

DATE SPAN	TOTAL
07/19/16-08/15/16	\$ 518,989.66

WHEREAS, law requires listing of all bills approved for payment; and

WHEREAS, certification of available funds from the Chief Municipal Finance Officer has been made; and

WHEREAS, the total bill list for the regular meeting dated August 17, 2016 is in the amount of Five Hundred Eighteen Thousand Nine Hundred and Eighty Nine Dollars and Sixty-Six Cents; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council, of the Borough of Interlaken, that the CFO is hereby authorized to pay said bill list.

Council President White made a motion to approve payments, seconded by Councilman Handerhan and unanimously carried.

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

12. REPORTS /CORRESPONDENCE

ADMINISTRATION/FINANCE – Borough CFO/Tax Collector Gallagher wished Councilman Handerhan well.

PUBLIC SAFETY – Council President White stated that Ptl. Nick Vaccaro, Traffic Officer Deal Police Department, contacted Borough Clerk/Administrator Reibrich regarding crosswalk safety. Ptl. Vaccaro has recommended that yield to pedestrian signs be placed at several intersections within the Borough.

Borough Clerk/Administrator Reibrich stated that Ptl. Vaccaro is suggesting movable signs that can be relocated, as needed. Borough Clerk/Administrator Reibrich stated that a couple of people complained directly to the Police Department and there was one resident who came to Borough Hall.

Council discussed the need for pedestrian cross walk signs and their experiences regarding pedestrian crossings.

Councilman Franks stated that the crosswalks that need painting could be included in the street striping project that is planned for spring.

Borough Administrator/Clerk Reibrich will get look into pricing on the pedestrian cross walk signs.

STREETS & ROADS – Councilman Butler stated that the white bulbs on the street lights are being replaced. Bulbs in the stand alone lamp posts will not be replaced, as the entire pole will be replaced in the near future.

Councilman Butler stated that he is investigating options for the cobra head style lamps and will bring that information to Council.

SHADE TREE COMMISSION – No Report.

PLANNING BOARD – Councilman Gunn stated that the Board met on November 21, 2016. There were two applications presented. Both applications involved setbacks and were approved. The applications will be memorialized at the next meeting.

BOARD OF EDUCATION – No report.

BOROUGH ADMINISTRATOR – Borough Clerk/Administrator Reibrich stated that the Borough is moving into the New Year and asked that Council think about what capital improvement projects they would like to set for the next year.

Council had a brief discussion regarding Borough Hall improvements.

Council had a brief discussion regarding past and present road improvement projects.

Borough Clerk/Administrator Reibrich reminded Council that the Volunteer Appreciation luncheon is scheduled for December 16, 2016 at Noon.

Borough Clerk/Administrator Reibrich thanked Council for a productive year.

Councilman Handerhan thanked Council for a great three years, saying that it has been a pleasure. The last year was pretty special. Everyone did a great job.

Council agreed with Councilman Handerhan and thanked him for his service.

13. COMMENTS FROM THE PUBLIC:

Mayor Nohilly opened the floor for public comment.

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

14. **ADJOURNMENT:** With no further Council discussion, Council President White made a motion to adjourn, seconded by Councilman Handerhan and unanimously carried.

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

Lori Reibrich, RMC
Municipal Clerk/Borough Administrator