

**BOROUGH OF INTERLAKEN  
MINUTES  
JANUARY 20, 2016  
7:30 P.M. AT BOROUGH HALL**

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The meeting of the Borough of Interlaken was called to order at 7:30 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 annual notice is posted on the Borough bulletin board and is on file in the Borough Clerk’s office.”

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

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

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

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

**2. APPROVAL OF MINUTES: DECEMBER 16, 2015 - WORKSHOP & REGULAR**

Councilman Gunn made a motion to approve minutes, seconded by Councilman Franks 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							

**3. APPROVAL OF MINUTES: JANUARY 1, 2016 – REORGANIZATION MEETING**

Councilman Handerhan made a motion to approve minutes, seconded by Council President White 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 2016-34: AUTHORIZING PAYMENT CERTIFICATE #2 TO EARLE ASPHALT COMPANY FOR IMPROVEMENTS TO BUTTERMERE AVENUE**

**RESOLUTION AUTHORIZING PAYMENT CERTIFICATE #3  
IMPROVEMENTS TO EARLE ASPHALT COMPANY FOR IMPROVEMENTS  
TO BUTTERMERE AVENUE**

**WHEREAS**, the Borough previously entered into a contract with Earle Asphalt Company for Improvements to Buttermere Avenue; and

**WHEREAS**, the Borough Engineer has recommended approval of Payment Certificate No. 3 to Earle Asphalt Company, authorizing payment of \$158,477.73 for work completed to date;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Borough Council that Payment Certificate No. 3 to Earle Asphalt Company is hereby authorized in the payment of \$158,477.73 for work completed to date.

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

1. Earle Asphalt Company
2. Peter Avakian, Borough Engineer
3. Borough Administrator
4. Chief Financial Officer

Council President White made a motion to approve payment, 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							

5. **RESOLUTION 2016-35: PAYMENT OF THE BILLS**

## BOROUGH OF INTERLAKEN BILL LIST REPORT FOR BOROUGH COUNCIL APPROVAL

DATE SPAN	TOTAL
01/05/06-01/15/16	\$ 250,668.75

**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 January 20, 2016 is in the amount of Two Hundred Fifty Thousand, Six Hundred Sixty Eight Dollars and Seventy-Five 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.

Councilman Gunn questioned the amount being paid to Cablevision. It was determined that it is a bill for more than one month, which happens occasionally, due to Council meeting schedule and the billing process requirement of receiving signed purchase orders from the company.

Council President White made a motion to approved payment, seconded by Councilman Franks 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. **REPORTS/CORRESPONDENCE**

- ADMINISTRATION/FINANCE – Borough Clerk/Administrator Reibrich stated that she will be having a preliminary meeting with CFO Steve Gallagher before presenting the rough draft to Finance and Administration Chairman, Council President White. The full Committee will meet shortly after.

Borough Clerk/Administrator Reibrich stated that the proposed timeline for budget approval would be as follows: March 2 – Workshop with full Council, March 16 – Budget Introduction, April 20 – Budget Approval.

Council President White stated that the committee would be meeting towards the end of February.

Councilman Gunn asked for two week notice of the meeting.

Councilman Butler asked, if he could attend the committee meeting.

Mayor Nohilly stated that Councilman Butler could attend the meeting, but it would need to be advertised.

Borough Clerk/Administrator Reibrich stated that she would advertise the meeting, if Councilman Butler would be attending.

Councilman Franks asked about the proposed road striping project for next year.

Borough Clerk/Administrator Reibrich stated that is was slated for discussion during budget meetings.

- PUBLIC SAFETY – Council President White confirmed everyone had a copy of the monthly police report from Chief Neuman.

Council President White also stated that he was pleased about the small increase of \$1,156.00 to this year’s Police contract, which was far less than last year’s increase.

- STREETS & ROADS - No report.
- RECREATION ADVISORY COMMITTEE – Council discussed town events for 2016.

It is expected that Easter Egg Hunt and Halloween Parade will be joint events with Allenhurst and Loch Arbour.

The date for the town-wide garage sale was set for April 23, 2016.

The date for the Tree Lighting was set for December 4, 2016.

Council discussed dates for the picnic and the Interlaken 5K.

Mayor Nohilly told Council that former Councilman Miller has volunteered to coordinate the Interlaken 5K, as he has for several years.

Council welcomed the idea and would appreciate former Councilman Miller's continued effort.

- SHADE TREE COMMISSION – Council President White attended the Shade Tree Commission meeting where several issues were discussed including responsibility of the maintenance of the landscaping islands in the Borough.

Council discussed the scope of responsibility of the Shade Tree Commission. The Shade Tree Commission is responsible for the tree canopy over Interlaken.

Mayor and Council agreed that the Shade Tree Commission must not direct their requests directly to DPW. All work requests must be brought to Borough Clerk/Administrator Reibrich to be assigned to DPW, as necessary.

Council discussed the history of volunteerism regarding maintenance of the landscaping islands.

Councilman Handerhan questioned the liability in having volunteers do landscaping.

Councilman Franks asked about the cost, if the work was put out to a private landscaper.

Council stated that the full responsibility of the maintenance of the Borough landscaping island has been turned back over to DPW.

Council discussed DPW's role in assistance to the Shade Tree Commission.

Council President White stated that the Shade Tree Commission had some concerns regarding control of invasive vegetation along the lake.

Council President White stated that the water spigot at the gates was not working.

Borough Clerk/Administrator Reibrich stated that DPW would be contacted.

- PLANNING BOARD – Councilman Gunn reported that Planning Board had their reorganization meeting on January 11, 2016.
- BOARD OF EDUCATION - No Report.
- BOROUGH ADMINISTRATOR – Borough Clerk/Administrator Reibrich stated that DPW was given an award for Safety and Insurance Compliance at the Monmouth County Joint Insurance Fund (JIF) safety and insurance meeting.

Borough Clerk/Administrator Reibrich updated the status of the CDBG project for the handicapped bathrooms and counter. The plan is for the work to be done as a summer project. The project must be approved by the CDBG. The turnaround time for the plan review by the County could not be determined. The project will begin after the election in June.

Borough Clerk/Administrator Reibrich advised Council that she met with JCP&L. JCP&L does maintenance and cutting and comes through every four years. Since Superstorm Sandy, the State has issued new guidelines to JCP&L regarding tree maintenance. These guidelines address what needs to be cut and how much of a tree can be cut. If more than 40 percent of the tree is trimmed, the entire tree must be removed. The JCP&L representative stated that he noticed, during his preliminary survey, that several trees between the houses that may need removal.

Mayor Nohilly asked if JCP&L would be contacting the Shade Tree Commission.

Borough Clerk/Administrator Reibrich stated that Shade Tree would be contacted. JCP&L will be reviewing the area during the next two weeks. Residents will receive cards. Green cards will advise that yard access is needed and tell the date trimming will be done. Orange cards will be distributed to properties where trees must be removed.

Borough Clerk/Administrator Reibrich stated that from the substation to the first circuit is considered a lock down zone. Each town has a lock down zone. Areas within the lock down zone were highly affected during Sandy. This area is vital to be clear to keep the substation connection to the first circuit to be able to keep the power on.

Council questioned the location of the lock down zone.

Borough Clerk/Administrator Reibrich stated that a meeting was scheduled with Jim Markey, the JCP&L representative to review the map.

Council discussed the tree trimming.

Councilman Gunn stated that some of the support structures on the main wire behind his house were not connected and may be an issue in a storm.

Borough Clerk/Administrator Reibrich stated she would bring it to Mr. Markey's attention at the meeting.

**7. COMMENTS FROM THE PUBLIC**

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

**8. ADJOURNMENT**- With no Council comments, Council President White made a motion to adjourn, 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							

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Lori Reibrich, RMC  
Borough Administrator/Clerk