

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

The meeting of the Borough of Interlaken was called to order at 8:04 p.m., by Council President White. It was followed by a salute to the flag and a moment of silence. 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: Council President White and Council members: Franks, Handerhan, Horowitz, and Butler

Also Present: Borough Attorney Richard Shaklee, CFO/Tax Collector Stephen Gallagher, Borough Municipal Accountant/Auditor Rich Hollenbreck, Shade Tree Co-Chairperson Heinz and Borough Clerk/Administrator Lori Reibrich

Absent: Mayor Nohilly, Councilman Gunn

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

Council President White opened the floor for public comment.

Shade Tree Co-Chairperson Heinz stated that the Grant for Shade Tree Commission would be of no cost to the Borough. Shade Tree Commission was going to apply for a Tree Planting Grant, but opted to apply for a Tree Inventory Grant. The reason the Tree Inventory Grant was applied for first was because Shade Tree Co-Chairperson Heinz was told by the State that additional tree planting funding would soon be available. The State likes to see that there is a Tree Inventory when considering Tree Planting grants. The Tree Planting Grant will be applied for next.

Shade Tree Co-Chairperson Heinz also stated that Shade Tree would be holding an event for Arbor Day on May 1st. There will be a speaker at the event. There will be a presentation about a pest that is very invasive to Ash trees and moves very quickly throughout the community.

With no additional public comment, Council President White closed the floor.

2. APPROVAL OF MINUTES: MARCH 16, 2016- WORKSHOP & REGULAR

With no Council comment. Councilman Franks made a motion to approve minutes, seconded by Councilwoman Horowitz and carried. Councilman Handerhan abstained.

	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
Opposed							
Abstain/ Recuse			X				
Absent/ Excused	X				X		

3. RESOLUTION 2016-50: AUTHORIZING THE 2016 MUNICIPAL BUDGET TO BE READ BY TITLE ONLY

**AUTHORIZING THE 2016 MUNICIPAL BUDGET
TO BE READ BY TITLE ONLY**

WHEREAS, N.J.S. 40A:4-8 permits that the Budget as advertised may be read by its title providing that at least one week prior to the date of the hearing the following provisions are met:

1. A complete copy of the budget, as advertised, is posted in a public place where public notices are customarily posted.
2. A complete copy of the budget has been available to each person requesting the same during said week and during the public hearing.

WHEREAS, the Borough of Interlaken has complied with the aforesaid requirements;

NOW, THEREFORE, BE IT RESOLVED, the Borough is hereby permitted to waive the reading in full, of the Municipal Budget for the year 2016.

With no Council comment. Councilman Handerhan made a motion authorizing the budget to be read by title only, 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
Opposed							
Abstain/ Recuse							
Absent/ Excused	X				X		

4. **2016 MUNICIPAL BUDGET - PUBLIC HEARING**
CFO & BOROUGH AUDITOR PRESENT

“THE 2016 MUNICIPAL BUDGET WAS INTRODUCED ON MARCH 16, 2016 AND ADVERTISED BY SUMMARY, AS REQUIRED BY LAW, ON MARCH 24, 2016, TOGETHER WITH A NOTICE OF THE PUBLIC HEARING FOR THIS TIME. PRINTED COPIES OF THE BUDGET HAVE BEEN MADE AVAILABLE TO THE PUBLIC. IN ADDITION, A FULL COPY OF THE BUDGET HAS BEEN POSTED ON THE BOROUGH WEBSITE.”

Borough CFO/Tax Collector Gallagher made a brief presentation. Borough CFO/Tax Collector stated that the budget figure went from \$ 2,288,682.00 to 2,303,723.84. The Borough experienced some budget changes. There was an \$11,000 loss in anticipated revenues, which along with a \$16,000 increase in overall budget pushed taxes up \$26,000. The major cause of the increase was in debt service this year increasing from \$154,000 to \$190,000. It is expected that the amount of debt service will decrease next year. There are several ordinances that the Borough will be paying off this year, so there should be a relatively flat increase next year. Overall the budget increase was under one percent at .66%. Council is doing a good job, on their part, in keeping the numbers down. Borough CFO/Tax Collector Gallagher stated that the Borough gets its revenue from taxation and State aid. State aid has been flat for the last 5 years. The Borough receives a little bit of money from interest on unpaid taxes, but most people pay their taxes. The assessed valuation of the Borough increased from \$240 million to \$242.9 million. The average home is assessed between \$602,000 and \$609,000. Property taxes from municipal taxes increased about \$73 per household.

Borough CFO/Tax Collector Gallagher stated that budget appropriations include costs for operations, debt service, statutory expenditures, wages and pension costs. Borough CFO/Tax Collector Gallagher complemented the Borough on their use of shared services which limits expenditures.

Borough CFO/Tax Collector Gallagher stated that surplus is necessary for the Borough. Surplus provides for when bad things happen. Superstorm Sandy wiped out surplus and the Borough needed to borrow funds to cover some of the expenses. The surplus available to support the budget has slightly come up. CFO Gallagher displayed a chart showing how surplus has grown in the 2014-2018 years from \$417,000 to \$466,000 with anticipated growth to \$477,000. Borough CFO/Tax Collector Gallagher would like to see the surplus be a little higher with surplus based on 20%-30% of the budget. Surplus is currently running just above the 20% line.

Council President White asked if there were any Council questions.

With no Council questions, Council President White asked for a motion to open the public hearing.

Councilman Handerhan made motion to open public hearing, seconded by Councilwoman Horowitz and unanimously carried.

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

With no public comment, Council President White asked for a motion to close the public hearing.

Councilwoman Horowitz made motion to close public hearing, 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
Opposed							
Abstain/ Recuse							
Absent/ Excused	X				X		

Council President White closed public hearing.

5. **RESOLUTION 2016-51: ADOPTION OF THE 2016 MUNICIPAL BUDGET**

With no additional Council comment, Councilman Butler made a motion to adopt budget, seconded by Councilman Franks and unanimously carried by roll call.

	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
Opposed							
Abstain/ Recuse							
Absent/ Excused	X				X		

6. **RESOLUTION 2016-52: APPROVAL OF GRANT APPLICATION BETWEEN THE BOROUGH OF INTERLAKEN BY AND FOR THE DEPARTMENT OF ENVIRONMENTAL PROTECTION- SHADE TREE COMMISSION GRANT APPLICATION**

APPROVING GRANT APPLICATION BETWEEN THE BOROUGH OF INTERLAKEN BY AND FOR THE DEPARTMENT OF ENVIRONMENTAL PROTECTION-SHADE TREE COMMISSION GRANT APPLICATION

WHEREAS, the Governing Body of the Borough of Interlaken desires to further the public interest by obtaining a grant from the State of New Jersey in the amount of approximately Ten Thousand Dollars (\$10,000) to fund the following project:

- The Interlaken Shade Tree Inventory and Risk Assessment Program

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of Interlaken, County of Monmouth, State of New Jersey, formally approves the grant application for the above stated project; and

FURTHER BE IT RESOLVED that the governing body resolves the Jodi Heinz, Interlaken Shade Tree Chairwoman and the Mayor, Michael Nohilly are authorized to make the Grant Application in the amount not to exceed Ten Thousand Dollars (\$10,000); and

FURTHER BE IT RESOLVED that the Mayor and Municipal Clerk are hereby authorized to sign the grant agreement on behalf of the Borough of Interlaken and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement; and

FURTHER BE IT RESOLVED that the Grantee agrees to comply with all applicable Federal, State, and municipal laws, rules and regulations in its performance pursuant to the agreement.

With no additional Council comment, Councilwoman Horowitz made a motion to approve grant application, 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
Opposed							
Abstain/ Recuse							
Absent/ Excused	X				X		

7. RESOLUTION 2016-53: RECYCLING TONNAGE GRANT

APPROVING 2015 RECYCLING TONNAGE GRANT APPLICATION

WHEREAS, the Mandatory Source Separation and Recycling Act, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and the spirit of the Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue and to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgated recycling regulations to Implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for such tonnage grants for calendar year 2015 will memorialize the commitment of this municipality to recycling and to indicate the assent of the Borough Council of the Borough of Interlaken to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed.

NOW, THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Interlaken that the Borough of Interlaken hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Norman Cottrell, Recycling Coordinator, to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

With no additional Council comment, Councilman Franks made a motion to approve tonnage grant, 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			X				

Second							
Approved		X	X	X		X	X
Opposed							
Abstain/ Recuse							
Absent/ Excused	X				X		

8. **RESOLUTION 2016-54: RESOLUTION TO PROCLAIM ARBOR DAY**



WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, 2016 is the 144th anniversary of the holiday and Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Interlaken, do hereby proclaim *May 1, 2016* as the 144th anniversary celebration of Arbor Day in the Borough of Interlaken, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

BE IT FURTHER RESOLVED, the Mayor and Council of the Borough of Interlaken, urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

With no additional Council comment, Councilman Butler made a motion to proclaim Arbor Day, 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
Opposed							
Abstain/ Recuse							
Absent/ Excused	X				X		

Council President White announced that the Interlaken Arbor Day celebration will be held May 1, 2016 at Borough Hall.

9. **RESOLUTION 2016-55: PAYMENT OF BILLS**

BOROUGH OF INTERLAKEN

BILL LIST REPORT FOR

BOROUGH COUNCIL APPROVAL

DATE SPAN	TOTAL
04/01/16-04/18/16	\$147,982.56

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 April 20, 2016 is in the amount of One Hundred Forty Seven, Nine Hundred Eighty Two Dollars and Fifty-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.

With no additional Council comment, Councilman Handerhan made a motion to approve 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
Opposed							
Abstain/ Recuse							
Absent/ Excused	X				X		

10. REPORTS/CORRESPONDENCE

- ADMINISTRATION/FINANCE – Borough Clerk/Administrator Reibrich reported that the Borough has received approval from the County for the Borough Hall project. It will be going out to bid the beginning of May. The bid was authorized at our last meeting and will be awarded on May 17, 2016. The work will start the Monday after the election primary in June and must be completed by October.

Councilman Handerhan asked how long the project is expected to take.

Borough Clerk/Administrator Reibrich stated that the project is expected to take two to three months.

- PUBLIC SAFETY-- No report.
- STREETS & ROADS – No report.
- RECREATION ADVISORY COMMITTEE – Council discussed arrangements for the Garage Sale event on Saturday, April 23, 2016. Council will be meeting at 6:30 a.m. on Saturday to work on putting balloons on all Garage Sale participants' front lawns by the 8a.m. Garage Sale start time.

Council agreed with Borough Clerk/Administrator Reibrich's proposed date for the picnic and set the date for August 20, 2016.

- SHADE TREE COMMISSION- No report.

- **PLANNING BOARD** – Borough Clerk/Administrator Reibrich stated that there was no Planning Board Meeting in April, but two applications were expected to be on the agenda in May.
- **BOARD OF EDUCATION**- Councilwoman Horowitz stated that she attended the last meeting. The Board of Education has a contract and it is posted on their website. The cost is \$10,000 per student. There are 13 attending High School and 29 in elementary school for 2017-18 year.
- **BOROUGH ADMINISTRATOR** – Borough Clerk/Administrator Reibrich stated that Financial Disclosure statements are due April 30, 2016.

Borough Clerk/Administrator Reibrich stated that there will be a full closure to traffic at the circle on Grassmere Avenue for about two weeks, but the project would be complete by May 16, 2016.

Borough Clerk/Administrator Reibrich acknowledged that Borough Municipal Accountant/Auditor Representative Rich Hollenbreck was in attendance.

Mr. Hollenbreck stated that the Borough audit was complete, but the State must supply some final pension figures, before the audit can be submitted. Local Government Services has said to be patient. The number should arrive in a couple of weeks. The Borough audit will be submitted at that time.

Borough Clerk/Administrator Reibrich stated that she would be attending the Spring Clerk's Conference in Atlantic City from Sunday, April 23 – 27, 2016. Borough Clerk/Administrator Reibrich can be reached by cell phone or email during the conference.

11. COMMENTS FROM THE PUBLIC

Council President White opened the floor for public comment.

With no public present for comment, Council President White closed the floor.

12. **ADJOURNMENT**- With no Council comments, Councilman Butler 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
Opposed							
Abstain/ Recuse							
Absent/ Excused	X				X		

Lori Reibrich, RMC
Borough Administrator/Clerk