

**BOROUGH OF INTERLAKEN
REORGANIZATION MEETING
MINUTES
JANUARY 5, 2011
7:30 P.M. AT BOROUGH HALL**

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. The following statement was read by Borough Administrator McDonald. "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 on January 7, 2010. A copy of annual notice is posted on the Borough bulletin board and is on file in the Borough Clerk's office."

Present: Mayor Nohilly, Council President Miller, Councilmembers Folta, Morley, Napoli, Parry White

Also Present: Borough Administrator McDonald and Borough Attorney Richard Shaklee, Esq.

Mayor Nohilly welcomed everyone to the first meeting of the year.

1. **SWEARING IN OF COUNCILMAN ROBERT WHITE:** Borough Administrator McDonald administered the oath of office to Councilman White. He thanked everyone for their support and expressed his excitement to begin a second term. His goals are the same, he strives for no nonsense, no hidden agendas, and complete transparency in the borough government while keeping the home and streets safe and keeping taxes low.
2. **SWEARING IN OF COUNCILMAN THOMAS MORLEY:** Borough Administrator McDonald administered the oath of office to Councilman Morley. He thanked everyone for their support.
3. **ROLL CALL BY BOROUGH CLERK:** All Present
4. **PUBLIC COMMENT:** AGENDA SPECIFIC ITEMS ONLY Mayor Nohilly opened the floor for public comments.

Jerry Maurer, member of the Friends of Deal Lake, discussed the appointment of the representative to the Deal Lake Commission. He came to the Council in support of Donald Nissim, Interlaken resident, residing at 210 Windermere Avenue.

With no further comments, Mayor Nohilly closed the floor.

5. **APPROVAL OF THE MINUTES OF DECEMBER 19, 2012- REGULAR & WORKSHOP:** Council President Miller made a motion to approve the minutes, seconded by Councilman Folta and unanimously carried.

Councilman White commented on the minutes and said that the Recreation Advisory Committee was discussed at the previous meeting. He reminded the Council that the previous Borough Attorney was going to research the Recreation Advisory Committee and its return to self-governing. He hoped that the research would continue so that the recreation events can still be held.

Record of Vote	Mayor Nohilly	Council President Miller	Councilman Parry	Councilman White	Councilman Morley	Councilman Napoli	Councilman Folta
Motion to Approve		X					
Motion to Second							X
Approved		X	X	X	X	X	X
Opposed							
Not Voting/Recuse							
Absent/Excused							

Councilman Napoli made a motion of privilege. He said he would like to make a motion to approve almost all of the resolutions as a motion of consent with the exception of Resolution number 2013-1, 2013-2, 2013-8, 2013-20. This was seconded by Councilman White and unanimously carried.

Mayor Nohilly indicated there were no issues in voting by a motion of consent. The resolutions of exception were removed for the consent motion.

CONSENT AGENDA ITEMS:

6. RESOLUTION 2013-3: APPROVAL OF BOROUGH COUNCIL MEETING SCHEDULE FOR 2013

**APPROVAL OF BOROUGH COUNCIL MEETING
SCHEDULE FOR 2013**

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 first and 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 2013:

MONTH	DATE
JANUARY	REORGANIZATION – 1/2/2013, 7:30 P.M.
	1/16/2013
FEBRUARY	2/6/2013
	2/20/2013
MARCH	3/6/2013
	3/20/2013
APRIL	4/3/2013
	4/17/2013
MAY	5/1/2013
	5/15/2013
JUNE	6/5/2013
	6/19/2013
JULY	7/3/2013
	7/17/2013
AUGUST	8/7/2013
	8/21/2013
SEPTEMBER	9/4/2013
	9/18/2013
OCTOBER	10/2/2013
	10/16/2013
NOVEMBER*	11/13/2013
DECEMBER	12/4/2013
	12/18/2013

****2014 REORGANIZATION = WEDNESDAY, JANUARY 1, 2014, Noon**

****Only one (1) meeting scheduled for the month due to holiday.***

*****Denotes the first Wednesday in January – NJ State Statute allows the annual reorganization to commence within the first seven days of the calendar year.***

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

1. Dawn McDonald, Borough Administrator
2. Official Newspapers (Annual Notice)

7. RESOLUTION 2013-4: APPROVAL OF THE BOROUGH OF INTERLAKEN HOLIDAY SCHEDULE FOR 2013 (PURSUANT TO CBA & EMPLOYEE HANDBOOK)

**APPROVAL OF THE BOROUGH OF INTERLAKEN
HOLIDAY SCHEDULE FOR 2013**

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
Tuesday, January 1, 2013	New Year's Day
Monday, January 21, 2013	Martin Luther King Day
Monday, February 18, 2013	President's Day
Friday, March 29, 2013	Good Friday
Monday, May 27, 2013	Memorial Day
Thursday, July 4, 2013	Independence Day
Monday, September 2, 2013	Labor Day
Monday, October 14, 2013	Columbus Day
Monday, November 11, 2013	Veteran's Day
Thursday & Friday, November 28 & 29, 2013	Thanksgiving
Wednesday, December 25, 2013	Christmas
Wednesday, January 1, 2014	New Year's Day

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

8. RESOLUTION 2013-5: AUTHORIZING AWARD OF 2013 CONTRACTS FOR PROFESSIONAL SERVICES UTILIZING THE "NON-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 a non-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 2013 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, 2013 through December 31, 2013:

- 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
- Mr. James D. Carton, IV, Esq.
Carton Law Firm, LLC
Borough Prosecutor
- Mr. John Doran, Esq.
215 Windermere Avenue, Interlaken, NJ
Public Defender
- 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:

4. All professionals so named in this resolution
5. Chief Financial Officer
6. Borough Administrator

9. **RESOLUTION 2013-6: APPROVING APPOINTMENT OF AN ALTERNATE PROSECUTOR, DAVID J. LEONE, ESQUIRE – ONE (1) YEAR TERM**

APPROVING APPOINTMENT OF ALTERNATE PROSECUTOR

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints David J. Leone, Esq. of Carton Law Firm, LLC, as the Alternate Prosecutor for a one (1) year term to expire December 31, 2013; and

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

3. Honorable George Cieri, Judge
4. James D. Carton, Esq., Borough Prosecutor
5. Patricia Weaver, Court Administrator
6. Dawn McDonald, Borough Administrator

10. RESOLUTION 2013-7 – APPROVING APPOINTMENT OF ALTERNATE PUBLIC DEFENDERS, CHARLES SHAW, ESQ. AND DAVID A. GARDNER, ESQ. – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF ALTERNATE PUBLIC DEFENDERS

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints the following as Alternate Public Defenders for a one (1) year term to expire December 31, 2013; and

1. Charles Shaw, Esq.
2. David A. Gardner, Esq. (fluent in Spanish)

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

7. Honorable George Cieri, Judge
8. James D. Carton, IV, Esq., Borough Prosecutor
9. John Doran, Esq., Public Defender
10. Patricia Weaver, Court Administrator
11. Dawn McDonald, Borough Administrator

11. RESOLUTION 2013-9: APPROVING APPOINTMENT OF THE EMERGENCY MANAGEMENT DEPUTY COORDINATORS NORMAN COTTRELL AND DALE WONG – 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 12/31/2013;

1. Norman Cottrell
Public Works Foreman
2. Dale Wong
401 Buttermere Avenue

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

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

12. RESOLUTION 2013-10: 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, 2013, through December 31, 2013; and

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

12. Fran Metzger, County Recycling Coordinator
13. Norman Cottrell, Recycling Coordinator
14. Dawn McDonald, Borough Administrator

13. RESOLUTION 2013-11: APPROVING APPOINTMENT OF SALVATORE MASSARO AS CODE ENFORCEMENT AND ZONING OFFICER – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF SALVATORE MASSARO AS CODE ENFORCEMENT AND ZONING OFFICER

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Salvatore Massaro as Code Enforcement and Zoning Officer for the Borough of Interlaken effective January 1, 2013 to December 31, 2013; and

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

15. Dawn McDonald, Borough Administrator
16. Salvatore Massaro, Code Enforcement/Zoning Officer

14. RESOLUTION 2013-12: 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 confirms the appointment of Stephen O. Gallagher as Borough Treasurer, for a one year term from January 1, 2013 to December 31, 2013; and

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

1. Dawn McDonald, Borough Administrator/Clerk
2. Stephen Gallagher, CFO/Tax Collector

15. RESOLUTION 2013-13: APPROVING APPOINTMENT OF LORI REIBRICH AS DEPUTY BOROUGH CLERK – ONE (1) YEAR TERM

**APPROVING APPOINTMENT OF LORI REIBRICH
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 appoints Lori Reibrich as Deputy Borough Clerk for a one (1) year term effective January 1, 2013 to December 31, 2013; 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. Dawn McDonald, Borough Administrator/Clerk
2. Lori Reibrich, Deputy Borough Clerk

16. RESOLUTION 2013-14: APPROVING APPOINTMENT OF LORI REIBRICH AS INDOOR AIR QUALITY CONTROL OFFICER – ONE (1) YEAR TERM

**APPROVING APPOINTMENT OF LORI REIBRICH AS INDOOR AIR QUALITY
CONTROL OFFICER**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Lori Reibrich as Indoor Air Quality Control Officer, effective January 1, 2013 through December 31, 2013; and

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

17. Lori Reibrich, Indoor Air Quality Control Officer
18. Cindy Lisa, Danskin Agency
19. Anthony Morreale, J.A. Montgomery Risk Control
20. Dawn McDonald, Borough Administrator

17. RESOLUTION 2013-15: APPROVING APPOINTMENT OF DAWN MCDONALD AS COMMUNITY DEVELOPMENT REPRESENTATIVE AND BILL COY AS THE ALTERNATE – ONE (1) YEAR TERM

**APPROVING APPOINTMENTS OF DAWN MCDONALD AS
COMMUNITY DEVELOPMENT REPRESENTATIVE**

AND BILL COY AS THE ALTERNATE

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Dawn McDonald as the Interlaken representative and Bill Coy as the alternate for the Community Development (CD) Representative with the County of Monmouth, effective January 1, 2013 through December 31, 2013; and

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

1. Dawn McDonald, Borough Administrator
2. William Coy, Finance Clerk/Administrative Assistant
3. Owen Redmond, Community Development Director, Monmouth County

18. RESOLUTION 2013-16: APPROVING APPOINTMENT OF PUBLIC AGENCY AFFIRMATIVE ACTION COMPLIANCE OFFICER, DAWN McDONALD – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF PUBLIC AGENCY AFFIRMATIVE ACTION COMPLIANCE OFFICER – DAWN McDONALD

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Dawn McDonald as Public Agency Compliance Officer, effective January 1, 2013 through December 31, 2013; and

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

1. Dawn McDonald, Borough Administrator
2. State of New Jersey Department of Treasury

19. RESOLUTION 2013-17: APPROVING APPOINTMENT OF INSURANCE FUND COMMISSIONER, DAWN McDONALD, AND LORI REIBRICH AS THE ALTERNATE – ONE (1) YEAR TERM

CONFIRMING APPOINTMENT OF DAWN McDONALD AS INSURANCE FUND COMMISSIONER AND LORI REIBRICH AS THE ALTERNATE

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Dawn McDonald as the Fund Commissioner for the Monmouth County Joint Insurance Fund and appoints Lori Reibrich as the alternate for 2013, with said terms expiring on December 31, 2013; and

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

3. Dawn McDonald, Borough Administrator
4. James Rogers, Chair, Monmouth County JIF
5. Cindy Lisa, Danskin Agency

20. RESOLUTION 2013-18: APPROVING APPOINTMENT OF BILL COY AS SAFETY COORDINATOR – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF BILL 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, 2013 through December 31, 2013; and

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

21. Cindy Lisa, Danskin Agency
22. Anthony Morreale, J.A. Montgomery Risk Control
23. Dawn McDonald, Borough Administrator

21. RESOLUTION 2013-19: APPROVING APPOINTMENT OF COUNCILMAN KEITH MILLER AS WEBMASTER FOR BOROUGH WEBSITE – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF WEBMASTER FOR BOROUGH WEBSITE – COUNCILMAN KEITH MILLER

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby reappoints Councilman Keith Miller as Webmaster for the Borough Website, effective January 1, 2013 through December 31, 2013; and

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

24. Dawn McDonald, Borough Administrator
25. Councilman Keith Miller, Webmaster

22. RESOLUTION 2013-21: APPROVING APPOINTMENT OF TONIA McCUDDEN AS CLEAN COMMUNITIES COORDINATOR FOR 2013

APPROVING APPOINTMENT OF TONIA McCUDDEN AS CLEAN COMMUNITIES COORDINATOR FOR 2013

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, 2013 through December 31, 2013; and

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

26. Tonia McCudden, 616 Windermere Avenue
27. Dawn McDonald, Borough Administrator

23. RESOLUTION 2013-22: 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
Lori Reibrich Borough Employee	Secretary	1 year	12/31/13
Marguerite Dalton 419 Grasmere Ave	Class II	1 year	12/31/13
Corey Folta Council Liaison	Class III	1 year	12/31/13
William Mehr 721 Bendermere Ave	Class IV	4 years	12/31/16
Richard Tilton 506 Bendermere Ave	Class IV	4 years	12/31/16
Thomas Papp 37 Rona St	Alternate II	2 years	12/31/14

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

5. All members so appointed
6. Lori Reibrich, Planning Board Secretary
7. Sanford Brown, Esq., Planning Board Attorney

24. RESOLUTION 2013-23: 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, 2013 through December 31, 2013; and

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

28. Robert Waitt, 410 Bendermere Avenue
29. Dawn McDonald, Borough Administrator

25. RESOLUTION 2013-24: 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

26. RESOLUTION 2013-25: AUTHORIZING ADOPTION OF THE 2013 TEMPORARY BUDGET

RESOLUTION ADOPTING 2013 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 \$589,369.00 does not exceed twenty-six and one-quarter (26.25) percent of the Local Budget Appropriations of the Borough of Interlaken for the year 2012, exclusive of any 2012 appropriations made for Debt Service and Capital Improvement Fund, and exclusive of 2013 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 2013 be adopted.

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

1. Stephen Gallagher, CFO
2. Dawn McDonald, Borough Administrator
3. Borough Auditor

Department	2013 Temporary Budget	
	Salary & Wages	Other Expenses
MAYOR & COUNCIL OTHER EXPENSE	-	525.00
BOROUGH CLERK SALARY AND WAGES	23,895.00	-
BOROUGH CLERK OTHER EXPENSE	-	6,274.00
FINANCE ADMIN SALARY & WAGES	13,415.00	-
FINANCE ADMIN OTHER EXPENSE	-	1,444.00
PROFESSIONAL FEES - AUDITOR	-	3,019.00
TAX COLLECTOR SALARY & WAGES	7,723.00	-
TAX COLLECTOR OTHER EXPENSE	-	1,586.00
TAX ASSESSOR SALARY & WAGES	1,374.00	-
TAX ASSESSOR OTHER EXPENSE	-	676.00
SPEC EMER:2012 PROPERTY REVALUATION	-	13,125.00
LEGAL SERVICES	-	8,925.00
ENGINEERING - OTHER EXPENSE	-	1,969.00
PLANNING BOARD SALARIES & WAGES	425.00	-
PLANNING BOARD OTHER EXPENSE	-	827.00
ZONING OFFICER SALARY AND WAGES	1,122.00	-
CONSTRUCTION CODE SAL & WAGES	2,400.00	-
CONSTRUCTION CODE OFFICIAL OE	-	105.00
ELECTRICAL SUB CODE SAL & WAGE	537.00	-
PLUMBING SUB CODE SAL & WAGES	529.00	-
FIRE SUB-CODE SAL & WAGES	466.00	-
LIABILITY INSURANCE	-	9,675.00
WORKERS COMPENSATION INSURANCE	-	12,742.00
MEDICAL, DENTAL & DISABILITY	-	28,350.00
HEALTH BENEFIT WAIVER	-	2,625.00
SEC 125 PLAN - AFLAC	-	-
UNEMPLOYMENT INSURANCE	-	7,875.00

OEM: OTHER EXPENSE	-	131.00
FIRE HYDRANT SERVICE	-	4,725.00
MUNICIPAL PROSECUTOR OE	-	1,588.00
STREETS & ROADS SALARY & WAGES	45,439.00	-
STREETS & ROAD OTHER EXPENSE	-	15,218.00
SHADE TREE COMMISSION	-	4,000.00
RECYCLING SALARIES AND WAGES	844.00	-
RECYCLING OTHER EXPENSE	-	6,300.00
BUILDINGS & GROUNDS OTHER EXPENSE	-	4,883.00
VEHICLE MAINTENANCE OTHER EXPENSES	-	3,906.00
HEALTH & HUMAN SERVICES	-	1,477.00
HUMANE SOCIETY	-	623.00
MAINTENANCE OF PARKS OTHER EXPENSE	-	3,839.00
MUNI/CO LIBRARY SALARIES & WAGES	1,242.00	-
DEAL LAKE COMMISSION OTHER EXPENSES	-	10,000.00
ELECTRIC	-	4,000.00
STREET LIGHTING	-	6,000.00
TELEPHONE	-	2,500.00
WATER	-	1,000.00
NATURAL GAS	-	3,000.00
OCEAN TWP. SEWERAGE AUTHORITY	-	43,035.00
SEWERAGE - EXCESS FLOWS	-	30,000.00
TOWNSHIP OF OCEAN GASOLINE	-	8,000.00
DUMPING FEES	-	5,000.00
PUB. EMPL. RETIREMENT SYSTEM	-	40,523.00
SOCIAL SECURITY SYSTEM	-	9,000.00
FIRE /FIRST AID CONTRACT	-	6,027.00
LOSAP	-	1,695.00
GARBAGE & TRASH REMOVAL CONTR.	-	38,378.00
POLICE SERVICES - BOROUGH OF DEAL	-	125,730.00
MUNICIPAL COURT SALARY & WAGES	7,879.00	-
MUNICIPAL COURT OTHER EXPENSE	-	1,339.00
PUBLIC DEFENDER S & W	420.00	-
	107,710.00	481,659.00
		589,369.00

27. RESOLUTION 2013-26: AUTHORIZING ESTABLISHMENT OF FEES, PENALTIES, AND INTEREST RATES FOR 2013

ESTABLISHING FEES, PENALTIES AND INTEREST FOR 2013

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, 2013.
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:

5. Chief Financial Officer
6. Borough Auditor

28. RESOLUTION 2013-27: AUTHORIZING THE TAX COLLECTOR TO CONDUCT A TAX LIEN SALE IN 2013

**AUTHORIZING THE TAX COLLECTOR TO CONDUCT
A TAX LIEN SALE IN 2013**

WHEREAS, there remains on the records and books of the Borough of Interlaken, delinquent taxes owing as of December 31, 2012; 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 2012 delinquent taxes on or before December 31, 2013.

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

1. Stephen O. Gallagher, CFO/Tax Collector

29. RESOLUTION 2013-28: 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 2013 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 2013;

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:

30. Stephen Gallagher, CFO
31. Dawn McDonald, Borough Administrator

30. RESOLUTION 2013-29: 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.

31. RESOLUTION 2013-30: 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 2013.

32. RESOLUTION 2013-31: APPROVING APPOINTMENT OF JODI HEINZ TO THE SHADE TREE COMMISSION – FIVE (5) YEAR TERM

**APPROVING APPOINTMENT OF JODI HEINZ
TO THE SHADE TREE COMMISSION – FIVE YEAR TERM**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby appoints Jodi Heinz to the Shade Tree Commission, for a term of five (5) years, effective January 1, 2013 through December 31, 2017; and

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

- 32. Jodi Heinz, 512 Bridlemere Avenue
- 33. Interlaken Shade Tree Commission
- 34. Dawn McDonald, Borough Administrator

With no comments, Councilman Napoli made a motion to approve the resolutions by consent, seconded by Councilman White and unanimously carried.

Record of Vote	Mayor Nohilly	Council President Miller	Councilman Parry	Councilman White	Councilman Morley	Councilman Napoli	Councilman Folta
Motion to Approve						X	
Motion to Second				X			
Approved		X	X	X	X	X	X
Opposed							
Not Voting/Recuse							
Absent/Excused							

INDIVIDUAL ACTION:

33. RESOLUTION 2013-1: APPOINTMENT OF 2013 COUNCIL PRESIDENT

APPOINTMENT OF BOROUGH COUNCIL PRESIDENT

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby appoints Keith Miller as Council President for 2013.

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

1. Dawn McDonald, Borough Administrator

Record of Vote	Mayor Nohilly	Council President Miller	Councilman Parry	Councilman White	Councilman Morley	Councilman Napoli	Councilman Folta
Motion to Approve					X		
Motion to Second				X			
Approved		X	X	X	X		
Opposed						X	X
Not Voting/Recuse							
Absent/Excused							

34. RESOLUTION 2013-2: APPROVAL OF THE BOROUGH COUNCIL MEETING SCHEDULE FOR 2013

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 2013:

COMMITTEE	LIAISON
ADMINISTRATION, FINANCE AND RECREATION	Councilman Robert White – Chair
	Councilman Lynn Parry
	Councilman Corey Folta

COMMITTEE	LIAISON
PUBLIC SAFETY, COURT & CONSTRUCTION INSPECTION	Councilman Robert Napoli – Chair
	Councilman Thomas Morley
	Councilman Keith Miller

COMMITTEE	LIAISON
STREETS, ROADS & SEWERS	Councilman Keith Miller – Chair
	Councilman Corey Folta
	Councilman Robert Napoli

DEPARTMENT	COUNCIL LIAISON
BOARD OF EDUCATION	Councilman Keith Miller

DEPARTMENT	COUNCIL LIAISON
SHADE TREE COMMISSION	Councilman Robert White

DEPARTMENT	COUNCIL LIAISON
PLANNING BOARD	Councilman Corey Folta

DEPARTMENT	LIAISON
DEAL POLICE LIAISON	Councilman Robert Napoli

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

1. Dawn McDonald, Borough Administrator

Councilman Napoli stated that in his new role of the Chairman of the Public Safety Committee he would like to make sure that the role now appoints him as the Deal Police liaison. These roles should be one and the same. Mayor Nohilly agreed that this should be a change made to the Council Assignments.

Record of Vote	Mayor Nohilly	Council President Miller	Councilman Parry	Councilman White	Councilman Morley	Councilman Napoli	Councilman Folta
Motion to Approve				X			
Motion to Second			X				
Approved		X	X	X	X	X	X
Opposed							
Not Voting/Recuse							
Absent/Excused							

35. RESOLUTION 2013-8: CONFIRMING APPOINTMENT OF DAWN McDONALD AS BOROUGH ADMINISTRATOR - ONE (1) YEAR TERM

CONFIRMING RE-APPOINTMENT OF DAWN McDONALD TO THE POSITION OF BOROUGH ADMINISTRATOR

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby appoints Dawn McDonald as Borough Administrator for a one (1) year term commencing January 1, 2013 through December 31, 2013; and

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

6. Dawn McDonald, Borough Administrator/Clerk
7. Stephen Gallagher, Chief Financial Officer

Record of Vote	Mayor Nohilly	Council President Miller	Councilman Parry	Councilman White	Councilman Morley	Councilman Napoli	Councilman Folta
Motion to Approve				X			
Motion to Second			X				
Approved		X	X	X	X		X
Opposed						X	
Not Voting/Recuse							
Absent/Excused							

36. RESOLUTION 2013-20: APPROVING APPOINTMENT OF RICK GUIBORD AS THE DEAL LAKE COMMISSION REPRESENTATIVE FOR INTERLAKEN – ONE (1) YEAR TERM

APPROVING APPOINTMENT OF DEAL LAKE COMMISSION REPRESENTATIVE FOR 2013

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby appoints Donald Nissim as the Deal Lake Commission Representative, effective January 1, 2013 through December 31, 2013; and

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

35. Donald Nissim, 210 Windermere Drive
36. Deal Lake Commission
37. Dawn McDonald, Borough Administrator

Councilman Parry made a motion to approve the resolution appointing Richard Guibord. There was no second. Councilman White made a motion approving the appointment of Donald Nissim, seconded by Councilman Napoli and unanimously carried.

Record of Vote	Mayor Nohilly	Council President Miller	Councilman Parry	Councilman White	Councilman Morley	Councilman Napoli	Councilman Folta
Motion to Approve				X			
Motion to Second			X				
Approved		X	X	X	X	X	X
Opposed							
Not Voting/Recuse							
Absent/Excused							

37. RESOLUTION 2013-32: AUTHORIZING ACCEPTANCE OF STREET OPENING CASH REPAIR DEPOSIT IN THE AMOUNT OF \$500.00 FROM KMETZ, INC. FOR WORK TO BE COMPLETED ON THE 200 BLOCK OF BRIDLEMERE AVENUE IN CONNECTION WITH THE TOSA SOUTH EDGEMERE SIPHON LINE PROJECT

ACCEPTING STREET OPENING CASH REPAIR DEPOSIT

WHEREAS, pursuant to Chapter 18-1.9 of the Revised General Ordinances of the Borough Interlaken, applications for street opening permits must be accompanied by either a \$500.00 cash repair deposit or, if in the case of a public utility, a surety bond in the amount of \$10,000.00; and

WHEREAS, Kmetz, Inc. has applied for a street opening permit in the vicinity of Block 34, Lot 6.01 (in front of 212 Bridlemere Avenue) in order to perform work contracted by the Township of Ocean Sewerage Authority (TOSA) in connection with repairs to the South Edgemere Siphon Line; and

WHEREAS, Kmetz, Inc. has submitted the proper certificate of insurance naming the Borough of Interlaken as an additional insured and submitted the required fees for both the street opening permit and the cash repair deposit; and

WHEREAS, the Borough Engineer’s Office has reviewed the street opening permit application, as well as the project plans, and has no objection to granting the permit.

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby authorizes the Borough Clerk to issue a street opening permit to Kmetz, Inc. and further acknowledges the acceptance of a Street Opening Cash Repair Deposit in the amount of \$500.00 for work to be completed in the vicinity of Block 34, Lot 6.01 in connection with work contracted by the Township of Ocean Sewerage Authority (TOSA) South Edgemere Siphon Line Project.

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

1. Borough Engineer
2. CFO
3. Deal Police
4. Kmetz, Inc.
5. Bill Schmeling, Executive Director, TOSA
6. Dawn McDonald, Borough Administrator

Record of Vote	Mayor Nohilly	Council President Miller	Councilman Parry	Councilman White	Councilman Morley	Councilman Napoli	Councilman Folta
Motion to Approve				X			
Motion to Second			X				
Approved		X	X	X	X	X	X
Opposed							
Not Voting/Recuse							
Absent/Excused							

38. RESOLUTION 2013-33: AUTHORIZING THE MAYOR AND BOROUGH CLERK TO EXECUTE AN AGREEMENT WITH USDA/APHIS WILDLIFE SERVICES NOT TO EXCEED \$2,560.00 FOR CANADA GOOSE MANAGEMENT IN 2013

AUTHORIZING EXECUTION OF AN AGREEMENT FOR CANADIAN GOOSE MANAGEMENT PROGRAM

WHEREAS, Canadian goose presence on the Borough of Interlaken properties result in accumulation of feces, grazing of lawns, aggressive behavior of geese during nesting season, creation of traffic hazards on roadways, hazards to aviation and other problems that affect the quality of life for residents and employees in the surrounding Borough of Interlaken properties; and

WHEREAS, the Borough Council of the Borough of Interlaken are desirous of continuing a Canadian Goose Management Program with the United States Department of Agriculture, Animal and Plant Health Inspection Service (USDA/APHIS) Wildlife Service at a cost not to exceed \$2,560.00 for 2013.

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq) requires that the resolution authorizing the award of contracts for Professional Services without competitive bidding must be publicly advertised; and

WHEREAS, funds have been made available in the Annual Budget of the Borough of Interlaken to support these services.

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

- 1) The attached agreement is hereby ratified and confirmed.
- 2) Said agreement was awarded without public bidding as “Professional Services” under the provisions of said Local Public Contracts Law.
- 3) The Mayor and Borough Administrator/Clerk are hereby authorized to execute the agreement.
- 4) A summary of this Resolution shall be published in the Coaster within 10 days of its passage.

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

1. Kimberly Gurlavich, Wildlife Biologist, USDA
2. Dawn McDonald, Borough Administrator
3. Stephen Gallagher, Chief Financial Officer

Record of Vote	Mayor Nohilly	Council President Miller	Councilman Parry	Councilman White	Councilman Morley	Councilman Napoli	Councilman Folta
Motion to Approve			X				
Motion to Second		X					
Approved		X	X	X	X	X	X
Opposed							
Not Voting/Recuse							
Absent/Excused							

39. RESOLUTION 2013-34: APPROVAL OF BILL LIST

DATE SPAN	TOTAL
12/20/12-12/31/12	\$18,292.08

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 2, 2013, is in the amount of eighteen thousand two hundred ninety-two thousand dollars and eight cents (\$18,292.08).

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 Napoli abstained from the vote due to not having proper time to review the bills.

Record of Vote	Mayor Nohilly	Council President Miller	Councilman Parry	Councilman White	Councilman Morley	Councilman Napoli	Councilman Folta
Motion to Approve				X			
Motion to Second			X				
Approved		X	X	X	X	X	X
Opposed							
Not Voting/Recuse							
Absent/Excused							

40. REPORTS:

Councilman Napoli made a motion of privilege to ask for reconsideration of the passing of two resolutions from a previous meeting. He believes that items were not listed on the agenda according to policy and procedure. He would like to have these items researched by the Borough Attorney. A discussion about this will alleviate this happening in the future agendas. Borough Administrator McDonald questioned as to which resolutions he was referring. He stated the Borough Clerk appointment and the appointment of Registrar of Vital Statistics. Borough Attorney Shaklee said he would be glad to help give some guidance in regard to any issues but he would like to be afforded the opportunity to study up on what happened.

Mayor Nohilly welcomed newly appointed Borough Attorney Richard Shaklee to the table stating that the Borough is lucky to have him and his expertise as part of the team.

Councilman Napoli wanted to ensure that Borough Attorney Shaklee would be brought up to date on the sewer issues.

Council President Miller congratulated Sergeant Egan for being sworn in as the new Fire Chief for Deal.

The Planning Board will be reorganizing in February because the third Monday in January is a holiday. The dates are to be determined.

The Board of Education will be holding there reorganization meeting Jan 7, 2013 and plan on appointing a new business administrator.

Borough Administrator McDonald reported that the Monmouth County Clerk’s office now has a satellite office in Neptune by the Home Depot. It has a notary, passport office and information for senior and veteran services.

Borough Administrator McDonald attended a meeting about Hurricane Sandy and stated she learned a lot of information. The consensus of the people at the meeting stated the most efficient way to get information out to the residents is to sign up for Nixle. She said that the process of Interlaken signing up is almost complete.

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

Donald Nissim, 210 Windermere Avenue, thanked the Council for the appointment as the Deal Lake Commission representative.

With no further comments, Mayor Nohilly closed the floor.

42. ADJOURNMENT: With no further discussion, Council President Miller made a motion to adjourn, seconded by Councilman Parry and unanimously carried.

Record of Vote	Mayor Nohilly	Council President Miller	Councilman Parry	Councilman White	Councilman Morley	Councilman Napoli	Councilman Folta
Motion to Approve		X					
Motion to			X				

Second							
Approved		X	X	X	X	X	X
Opposed							
Not Voting/Recuse							
Absent/Excused							

Dawn McDonald
 Borough Administrator/Clerk
 Date Approved: _____