

**BOROUGH OF INTERLAKEN
MINUTES
MAY 18, 2022
7:30 P.M. AT BOROUGH HALL**

The regular meeting of the Borough of Interlaken was called to order 7:30 p.m., by Mayor Nohilly. The Sunshine Statement was read by Borough Clerk/Administrator Lori Reibrich. It was followed by a salute to the flag and a moment of silence. "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 Butler, Councilmembers Horowitz, Franks, DeSarno

Absent: Councilman Delia

Also Present: Borough Administrator/Clerk Lori Reibrich, Borough Attorney Representative Drew Stauffer, Esq.

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

Mayor Nohilly opened the floor for public comment. Mayor Nohilly noted there were no members of the public present and closed the floor.

2. **PROCLAMATION: HONORING SHADE TREE COMMISSION MEMBER PETER HUGHES**

**MAYOR'S PROCLAMATION
HONORING PETER HUGHES**

WHEREAS, the Interlaken volunteer community is an integral part of the operation and spirit of the Borough of Interlaken; and

WHEREAS, Peter Hughes has a shown sincere dedication to the preservation of trees over his thirty (30) years as either an active member or the Chairman of the Shade Tree Commission; and

WHEREAS, Peter Hughes has dedicated countless hours to the Shade Tree Commission working in the arboretum and planting, maintaining and caring for the numerous street trees; and

WHEREAS, the devotion to the Shade Tree Commission by Peter Hughes strongly contributed to the thirty-four (34) years of Tree City USA status that the Borough of Interlaken has maintained.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and the Borough Council of the Borough of Interlaken hereby commends Peter Hughes whose commitment to Borough volunteerism has maintained the Interlaken tree canopy that will be enjoyed by long-time and new residents well into the future.

DATED: May 18, 2022

PROCLAMATION BY:

Michael J. Nohilly,
Mayor

ATTEST:

Lori Reibrich, RMC
Borough Administrator/Clerk

3. APPROVAL OF THE MINUTES: APRIL 20, 2022 WORKSHOP & REGULAR MEETING

With no comments, Councilman Franks made a motion to approve, seconded by Councilman DeSarno and unanimously carried.

	Mayor Nohilly	Council President Butler	Councilwoman Horowitz	Councilman Delia	Councilman Franks	Councilman DeSarno	Vacancy
Motion to Approve					X		
Motion to Second						X	
Approved		X	X		X	X	
Opposed							
Abstain/ Recuse							
Absent/ Excused				X			

4. ORDINANCE 2022-4: AN ORDINANCE BY THE MAYOR AND COUNCIL AMENDING THE BOROUGH OF INTERLAKEN CODE OF ORDINANCES TO REPEAL CHAPTER 24: FLOOD HAZARD PREVENTION; TO ADOPT NEW CHAPTER 24: FLOOD DAMAGE PREVENTION; TO ADOPT FLOOD HAZARD MAPS; TO DESIGNATE A FLOODPLAIN ADMINISTRATOR; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

With no comments, Council President Butler made a motion to introduce, seconded by Councilman Franks and unanimously carried.

	Mayor Nohilly	Council President Butler	Councilwoman Horowitz	Councilman Delia	Councilman Franks	Councilman DeSarno	Vacancy
Motion to Approve		X					
Motion to Second					X		
Approved		X	X		X	X	
Opposed							
Abstain/ Recuse							
Absent/ Excused				X			

Mayor set the public hearing for June 15, 2022.

- By way of reducing length of the minutes for website posting, a copy of the 35 page ordinance can be received by a request made to the Clerk.

5. RESOLUTION 2022-50:

A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND’S CYBER RISK MANAGEMENT PLAN’S TIER ONE REQUIREMENTS

WHEREAS, the Borough of Interlaken is a member of the Monmouth JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the Monmouth JIF, the Borough of Interlaken enjoys cyber liability insurance coverage to protect the Borough of Interlaken from the potential devastating costs associated with a cyber related claim; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Borough of Interlaken; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Borough of Interlaken to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Borough of Interlaken’s

cyber insurance policy, administered through the Monmouth JIF and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED, that the Borough of Interlaken does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 of the NJ MEL Cyber Risk Management Plan;

- | | |
|------------------------------|-----------------------------|
| Information Backup | Password Management |
| Security Patches and Updates | Email Warning |
| Defensive Software | Incident Response Plan |
| Security Awareness Training | Technology Practice Policy |
| | Government Cyber Membership |

BE IT FURTHER RESOLVED, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

I, Lori Reibrich, Clerk of the Borough of Interlaken, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Interlaken at a regular meeting held on May 18, 2022.

Lori Reibrich, RMC
Borough Administrator/Clerk

With no comments, Councilman DeSarno made a motion to approve, seconded by Councilman Franks and unanimously carried.

	Mayor Nohilly	Council President Butler	Councilwoman Horowitz	Councilman Delia	Councilman Franks	Councilman DeSarno	Vacancy
Motion to Approve						X	
Motion to Second					X		
Approved		X	X		X	X	
Opposed							
Abstain/ Recuse							
Absent/ Excused				X			

6. **RESOLUTION 2022-51**

**A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS
IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY
JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER TWO
REQUIREMENTS**

WHEREAS, the Borough of Interlaken is a member of the Monmouth JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the Monmouth JIF, the Borough of Interlaken enjoys cyber liability insurance coverage to protect the Borough of Interlaken from the potential devastating costs associated with a cyber related claim; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Borough of Interlaken; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Borough of Interlaken to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Borough of Interlaken's cyber insurance policy, administered through the Monmouth JIF and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED, that the Borough of Interlaken does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 2 of the NJ MEL Cyber Risk Management Plan;

Server Security

Access Privilege Controls

Technology Support

System and Event Logging

Protected Information

Remote Access - VPN

Leadership Expertise

IT Business Continuity Planning

Banking Controls

BE IT FURTHER RESOLVED, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

I, Lori Reibrich, Clerk of the Borough of Interlaken, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Interlaken at a regular meeting held on May 18, 2022.

Lori Reibrich, RMC
Borough Administrator/Clerk

With no comments, Councilwoman Horowitz made a motion to approve, seconded by Councilman Franks and unanimously carried.

	Mayor Nohilly	Council President Butler	Councilwoman Horowitz	Councilman Delia	Councilman Franks	Councilman DeSarno	Vacancy
Motion to Approve			X				
Motion to Second					X		
Approved		X	X		X	X	
Opposed							
Abstain/ Recuse							
Absent/ Excused				X			

7. **RESOLUTION 2022-52**

A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND’S CYBER RISK MANAGEMENT PLAN’S TIER THREE REQUIREMENTS

WHEREAS, the Borough of Interlaken is a member of the Monmouth JIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

WHEREAS, through its membership in the Monmouth JIF, the Borough of Interlaken enjoys cyber liability insurance coverage to protect the Borough of Interlaken from the potential devastating costs associated with a cyber related claim; and

WHEREAS, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

WHEREAS, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Borough of Interlaken; and

WHEREAS, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Borough of Interlaken to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Borough of Interlaken’s cyber insurance policy, administered through the Monmouth JIF and the Municipal Excess Liability Joint Insurance Fund;

NOW THEREFORE BE IT RESOLVED, that the Borough of Interlaken does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 3 of the NJ MEL Cyber Risk Management Plan;

Network Segmentation

Remote Access - MFA

Password Integrity

System and Event Logging Review

Third-Party Risk Management

BE IT FURTHER RESOLVED, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

I, Lori Reibrich, Clerk of the Borough of Interlaken, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Interlaken at a regular meeting held on May 18, 2022.

Lori Reibrich, RMC
Borough Administrator/Clerk

With no further comments, Councilwoman Horowitz made a motion to approve, seconded by Councilman Franks and unanimously carried.

	Mayor Nohilly	Council President Butler	Councilwoman Horowitz	Councilman Delia	Councilman Franks	Councilman DeSarno	Vacancy
Motion to Approve			X				
Motion to Second					X		
Approved		X	X		X	X	
Opposed							
Abstain/ Recuse							
Absent/ Excused				X			

8. **RESOLUTION 2022- 53**

**AUTHORIZING REFUND OF FEES FOR PORTION OF CONSTRUCTION PERMITS
RELATING TO 713 GRASMERE AVENUE**

WHEREAS, Paul and Amy Perry of 713 Grasmere Avenue submitted a request to be refunded for construction fees due to an error in calculations by their architect that subsequently caused an overage in fees charged (see attached); and

WHEREAS, the Borough of Interlaken Construction Official, Tom Haege, and Building Subcode Official, Ron Vigliotti, both reviewed the project plans, the error in volume and the correction in volume provided by the architect and recommend refund due to incorrect calculations; and

NOW THEREFORE BE IT RESOLVED, by the Borough Council of the Borough of Interlaken, County of Monmouth that it does hereby authorize the Chief Financial Officer to refund said payment to Paul and Amy Perry of 713 Grasmere Avenue in the amount of \$5,274.00

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

1. Joseph Zanga, Chief Financial Officer
2. Paul and Amy Perry, 713 Grasmere Avenue

I , Lori Reibrich, Municipal Clerk of the Borough of Interlaken, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Interlaken at a regular meeting held on May 18, 2022.

Lori Reibrich, RMC
Borough Administrator/Clerk

With no comments, Councilman Franks made a motion to approve, seconded by Councilman DeSarno and unanimously carried.

	Mayor Nohilly	Council President Butler	Councilwoman Horowitz	Councilman Delia	Councilman Franks	Councilman DeSarno	Vacancy
Motion to Approve					X		
Motion to Second		X					
Approved		X	X		X	X	
Opposed							
Abstain/ Recuse							
Absent/ Excused				X			

9. RESOLUTION 2022-54: BILL LIST

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

DATE SPAN	TOTAL
04/21/2022-05/16/2022	\$184,576.19

RESOLUTION 2022-54

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 May 18, 2022 is in the amount of One Hundred Eighty-Four Thousand, Five Hundred Seventy-Six Dollars and Nineteen 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.

I , Lori Reibrich Clerk of the Borough of Interlaken, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Interlaken at a regular meeting held on May 18, 2022

Lori Reibrich, RMC
Borough Administrator/Clerk

With no comments, Council President Butler made a motion to approve, seconded by Councilwoman Horowitz and unanimously carried.

	Mayor Nohilly	Council President Butler	Councilwoman Horowitz	Councilman Delia	Councilman Franks	Councilman DeSarno	Vacancy
Motion to Approve		X					
Motion to Second			X				
Approved		X	X		X	X	
Opposed							
Abstain/ Recuse							
Absent/ Excused				X			

10. **REPORTS/CORRESPONDENCE:**

- **Administration/Finance:** No Report.
- **Public Safety:** No Report
- **Streets & Roads:** Bridlemere Avenue will be milled and paved starting tomorrow, weather permitting. The residents were notified via door knockers.
- **Shade Tree Commission:** No Report
- **Planning Board:** Council President Butler discussed two approved applications.
- **Board of Education:** No Report
- **Borough Administrator:** No Report

11. **COMMENTS FROM THE PUBLIC:** Mayor Nohilly opened the floor for public comment.

Dennis Donato, 500 Windermere Avenue, questioned the kayak ramp installation at the cove next to his home. Mayor Nohilly explained the intention is to keep everything that is being added to the cove will be discreet and will blend with the natural surroundings.

Mr. Donato wanted to ensure that if the cove is going to be become a more used facility that it be maintained at a high standard. During the summer there is some partying that happens by the water and people leave trash behind. It should be watched carefully for trash and people not doing the right thing. The Governing Body agreed.

Mr. Donato questioned if the kayak launch and ramp would be for residents only. Borough Attorney Shaklee stated that there are many challenges in declaring property for resident use only.

Mr. Donato thanked the Mayor and Council for dedicating their time to public service to the town and he extended his appreciation to all their efforts in maintaining Interlaken's services and charm. The Governing Body members thanked him for his kind words.

With no further comments, Mayor Nohilly closed the floor.

12. **ADJOURNMENT:** With no further comments, Council President Butler made a motion to adjourn, seconded by Councilman Franks and unanimously carried.

	Mayor Nohilly	Council President Butler	Councilwoman Horowitz	Councilman Delia	Councilman Franks	Councilman DeSarno	Vacancy
Motion to Approve		X					
Motion to Second					X		
Approved		X	X		X	X	
Opposed							
Abstain/ Recuse							
Absent/ Excused				X			

Lori Reibrich, RMC
 Borough Administrator/Clerk