

**BOROUGH OF INTERLAKEN  
MINUTES  
SEPTEMBER 19, 2018  
7:30 P.M. AT BOROUGH HALL**

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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. 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 White, Council members: Butler, Franks and Menditto

Absent: Councilwoman Horowitz and Councilman Watson

Also Present: Borough Attorney Richard Shaklee, Borough Engineer/Planner Avakian and Borough Clerk/Administrator Lori Reibrich

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1. **PUBLIC COMMENTS: FOR AGENDA SPECIFIC ITEMS ONLY- EXCLUSIVE OF ORDINANCES** Mayor Nohilly opened the floor or public comment. With no comments made, Mayor Nohilly closed the floor.

2. **APPROVAL OF MINUTES: AUGUST 15, 2018 REGULAR AND WORKSHOP**

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

	Mayor Nohilly	Council President White	Councilman Franks	Councilwoman Horowitz	Councilman Butler	Councilman Watson	Councilman Menditto
Motion to Approve		<b>X</b>					
Motion to Second					<b>X</b>		
Approved		<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Opposed							
Abstain/ Recuse							
Absent/ Excused							

3. **RESOLUTIONS 2018-66: AWARD BID- “STREET SIGN PROJECT”**

**AUTHORIZING AWARD OF BID CONTRACT  
“Street Sign Project”**

**WHEREAS**, bids for the project known as “*Street Sign Project*” were duly advertised and publicly opened pursuant to law; and

**WHEREAS**, one (1) contractor took out a bid packet and one (1) complete bid was received, for \$48,628.55: and

**WHEREAS**, the contract time to meet low bidders production schedule will be ten (10) calendar weeks as accepted by the Borough Council; and

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to the recommendation of the Borough Engineer, that said bid be awarded to Lake Shore Industries, Inc. 1817 Poplar Street Erie, PA 16502; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized to execute all documents in this regard; and

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

1. Leo Bruno, Lake Shore Industries, Bid winner
2. Lori Reibrich, Borough Administrator/Clerk
3. Stephen Gallagher, Chief Financial Officer
4. Peter Avakian, Borough Engineer

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

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

**4. RESOLUTIONS 2018-67: AWARD BID- “IMPROVEMENTS TO RAYMERE AVE AND DPW YARD”**

**AUTHORIZING AWARD OF BID CONTRACT  
“IMPROVEMENTS TO RAYMERE AVENUE AND IMPROVEMENTS TO DPW YARD”**

**WHEREAS**, bids for the project known as *“Improvements to Raymere Avenue”* and *“Improvements to DPW Yard”* were duly advertised and publicly opened pursuant to law; and

**WHEREAS**, one (1) contractor took out a bid packet and one (1) complete bid was received, for a total of \$238,000; and

**WHEREAS**, the Improvements to Raymere Avenue NJDOT Trust Fund Project bid portion was received at \$194,675.00 for which the Borough of Interlaken was awarded a NJDOT grant of \$150,000; and

**WHEREAS**, the DPW Yard Improvements Non-Participating NJDOT Trust Fund Project bid portion was received at \$43,325.00; and

**NOW, THEREFORE, BE IT RESOLVED**, that pursuant to the recommendation of the Borough Engineer, that said bid be awarded to Fernandes Construction Inc. 88 South River, NJ 08882; and

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized to execute all documents in this regard; and

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

5. Fernandes Construction Inc, Bid winner
6. Lori Reibrich, Borough Administrator/Clerk
7. Stephen Gallagher, Chief Financial Officer
8. Peter Avakian, Borough Engineer

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

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

**5. RESOLUTIONS 2018-68: EXECUTION OF MUNICIPAL ASSISTANCE/SHARED SERVICES AGREEMENT WITH COUNTY OF MONMOUTH**

**AUTHORIZING THE EXECUTION OF A MUNICIPAL ASSISTANCE / SHARED SERVICES AGREEMENT WITH THE COUNTY OF MONMOUTH**

**WHEREAS**, the New Jersey Uniform Shared Services and Consolidation Act (C.40A:65-1, et. Seq.) authorizes local units such as this Municipality to enter into shared service agreements with the other local units; and

**WHEREAS**, the County of Monmouth, a local unit, has offered to provide municipal assistance / shared services to this Municipality, for the period of October 1, 2018 through September 30, 2028; and

**WHEREAS**, it is in the best interest of this Municipality to enter into the proposed Municipal Assistance / Shared Services Agreement with the County of Monmouth,

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Interlaken that the Mayor and Municipal Clerk be and they are hereby authorized to execute the attached Municipal Assistance / Shared Services Agreement with the County of Monmouth.

**BE IT FURTHER RESOVLED** that the Municipal Clerk forward a certified copy of this resolution along with the executed Municipal Assistance / Shared Services Agreement to the Clerk of the Board of Chosen Freeholders, County of Monmouth, Hall of Records, 1 East Main Street, Freehold, New Jersey, 07728.

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

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

**6. RESOLUTIONS 2018-69: EXECUTION OF COMMODITY RESALE AGREEMENT WITH THE COUNTY OF MONMOUTH**

**AUTHORIZING THE EXECUTION OF A COMMODITY RESALE AGREEMENT WITH THE COUNTY OF MONMOUTH**

**WHEREAS**, *N.J.A.C. 5:34-7.15* authorizes local contracting units to enter into Commodity Resale Agreements for the purchase of certain commodities from other contracting units; and

**WHEREAS**, the County of Monmouth has authorized the renewal of the Monmouth County Commodity Resale System (SYSTEM IDENTIFIER 99174 – MCCRS), for the period of October 1, 2018 through September 30, 2023; and

**WHEREAS**, it would be in the best interest of this Municipality to remain a member of the Monmouth County Commodity Resale System for that period.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Interlaken that the Mayor and Municipal Clerk be and they are hereby authorized to execute the attached Commodity Resale Agreement with the County of Monmouth.

**BE IT FURTHER RESOLVED** that the Municipal Clerk forward a certified copy of this resolution, along with the executed Commodity Resale Agreement to Stephen G. Callas, Director, Office

of Shared Services, County of Monmouth, Hall of Records Annex, First Floor, 1 East Main Street,  
Freehold, New Jersey 07728.

With no comments made, Council President White made a motion to approve the agreement, seconded by Councilman Menditto and unanimously carried.

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

**7. RESOLUTIONS 2018-70: ACCEPTING GREEN COMMUNITIES GRANT AGREEMENT**

Agreement acts as Resolution such information is available in the Clerk’s Office for review.

With no comments made, Council President White made a motion to accept the grant, seconded by Councilman Franks and unanimously carried.

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

**8. RESOLUTIONS 2018-71: 2018 RENEWAL OF EMPLOYEE HANDBOOK AND POLICIES AND PROCEDURES MANUAL FOR THE BOROUGH OF INTERLAKEN**

**APPROVING RENEWAL OF THE 2018 EMPLOYEE HANDBOOK AND THE POLICIES AND PROCEDURES MANUAL FOR THE BOROUGH OF INTERLAKEN**

**WHEREAS**, it is the policy of the Borough of Interlaken to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General’s guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meetings Act; and

**WHEREAS**, the Borough Council of the Borough of Interlaken has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations,

**NOW, THEREBY, BE IT RESOLVED** by the Borough Council of the Borough of Interlaken that the Personnel Policies and Procedures Manual and Employee Handbook attached hereto, first adopted in 2004, then later amended in 2006, 2008, 2010, 2012, 2014 and 2016 is hereby amended again in 2018 and renewed.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all Borough of Interlaken officials, appointees, employees, volunteers, and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services

contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

**BE IT FURTHER RESOLVED**, that this manual is intended to provide guidelines covering public service by the Borough of Interlaken employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Interlaken.

**BE IT FURTHER RESOLVED** that to the maximum extent permitted by law, employment practices for the Borough of Interlaken shall operate under the legal doctrine known as “employment at will”.

**BE IT FURTHER RESOLVED** that the Borough Administrator and all managerial supervisory personnel are responsible for these employment practices. The Assistant to the Administrator (Personnel Administrator) and the Borough Attorney shall assist the Borough Administrator in the implementation of the policies and procedures of the Borough of Interlaken.

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

1. Municipal Excess Liability (MEL) Fund Office
2. Richard Shaklee, Esq., Borough Attorney
3. Lori Reibrich, Borough Administrator
4. William Coy, Personnel Administrator

With no comments made, Council President White made a motion to approve, seconded by Councilman Menditto and unanimously carried.

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

**9. RESOLUTIONS 2018-72: APPROVING APPOINTMENT TO PLANNING BOARD- TIMOTHY WENTZ**

**APPROVING APPOINTMENT FOR PLANNING BOARD MEMBER**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken that it hereby appoints the individual listed below to the Planning Board for the following term:

Timothy Wentz– Alternate #3 Planning Board Member term to expire: 12/31/20

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

1. Thomas Papp, Planning Board Chairman
2. Gina Kneser, Planning Board Secretary
3. Timothy Wentz, Planning Board Appointee

With no comments made, Councilman Butler made a motion to approve the appointment, seconded by Councilman Menditto and unanimously carried.

	Mayor Nohilly	Council President White	Councilman Franks	Councilwoman Horowitz	Councilman Butler	Councilman Watson	Councilman Menditto
Motion to Approve					X		
Motion to Second							X
Approved		X	X	X	X	X	X
Opposed							

Abstain/ Recuse							
Absent/ Excused							

10. **RESOLUTIONS 2018-73: BILL LIST**

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

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DATE SPAN	TOTAL
08/22/18-09/17/18	\$98,200.15

**Resolution 2018-73:**

**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 September 19, 2018 is in the amount of Ninety-Eight Thousand Two Hundred Dollars and Fifteen 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 comments made, Council President White made a motion to approve payment, seconded by Councilman Butler and unanimously carried.

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

8. **REPORTS/CORRESPONDENCE:**

**Administration/Finance:** In the absence of Councilman Watson, Mayor Nohilly noted that there were 181 adult and 60 children tickets purchased for the Fall Fest. The money raised from ticket purchase was \$2,715. There was apparel sold in the amount of \$241. Last year's ticket purchase total was \$2,711. It was a good turn-out, in spite of the weather.

**Public Safety:** Council President White noted that there have been a couple of robberies within the Borough and Deal Police would like to remind everyone to lock your doors and cars.

**Streets & Roads:** Councilman Franks asked that the ordinance restricting commercial trailers being on resident properties within the Borough be reviewed and changed to include non-commercial trailers as well. Currently, the ordinance states that commercial trailers are not permitted. The Police are enforcing the ordinance, if the trailer is registered as a commercial trailer.

The Board had a brief discussion regarding what trailers should be determined commercial.

Councilman Franks believes that the ordinance is in place due to the desired optics within the Borough.

The Board had a brief discussion regarding the interpretation of what trailers are permitted under the current ordinance.

The matter was referred to the Streets and Roads Committee for review and will be scheduled for a workshop meeting should the Committee feel changes to the ordinance are necessary. The Committee will make recommendations.

Borough Clerk/Administrator Reibrich stated that there is a Trust Fund Application due at the beginning of October for improvement projects. There are four local municipal roads remaining within the Borough for nomination: Rona Street, Woodmere Road, Scarba Street and Iona Street.

Borough Engineer Avakian stated that Rona Street and Woodmere Road are the two larger ones at a cost of upwards of \$300,000 and would fit in a grant. Scarba Street and Iona Street would fit into the Borough's municipal roadway improvements, if Council chooses to do that.

Council President White suggested that the Borough could budget for Scarba Street that is about \$175,000 and budget for Iona Street is about \$130,000. The grant should be applied for to include Woodmere Road and Rona Streets. The Borough never gets two grants in a row, but requesting to do East/West streets stands a better chance for approval. In addition, the Borough will have provided its own funding to do a road project and that looks good to get the grant. The Borough applies for a grant every year.

Councilman Butler recapped that the Borough would budget for Scarba Street next year and put in an application for the grant for the next two years.

Council President White noted that this was part of the previously set five year plan. It has taken seven years.

Councilman Franks questioned the timetable for the street sign installation.

Borough Clerk/Administrator Reibrich stated that the delivery for signs will take 10-12 weeks. It was determined that a split delivery would increase the freight costs and would not be fiscally responsible.

Borough Engineer/Planner Avakian stated he is hoping the installation costs will be below the bid proposal. Weather conditions may affect the installation table.

**Shade Tree:** Mayor Nohilly stated that male deer are taking the bark off newly planted trees while rubbing the fur off their antlers. The Shade Tree Commission will be wrapping the trees to protect the bark. Please advise Shade Tree, if you see this happening to trees in your area.

**Planning Board:** Councilman Menditto stated that the subject of compliance enforcement was discussed at the last Planning Board meeting and it is requested that the Board Chairman and the Mayor have an informal meeting to discuss additional enforcement measures by the Zoning Officer. Councilman Menditto noted that one of the Board suggestions was for the Zoning Officer have additional office hours.

Mayor Nohilly agreed to the meeting. Mayor Nohilly stated that the Zoning Officer's responsibilities are dictated by statute and are response driven.

Council President White noted that Borough professionals are part time.

**Board of Education:** Borough Clerk/Administrator Reibrich noted that the Board of Education is currently going through their annual audit.

**Borough Administrator:** Administrator/Clerk Reibrich stated there was a meeting with the County regarding the completion of the project at the circle.

Mayor Nohilly stated that there is an ongoing matter with a vendor that was part of the project.

Borough Engineer/Planner Avakian stated that stated that there is some sort of issue with the way one of the vendors is being reimbursed. Work will soon resume full time to bring the project to completion. The Deal Lake Commission is also monitoring the matter.

Mayor Nohilly stated that there will be a sprinkler system installed and it will be maintained by a landscape company that will be contracted by the County. There is a precedent set by the arrangement that is in effect at the Colts Neck circle.

Council President White noted that the Colts Neck Circle is maintained impeccably.

**9. COMMENTS FROM THE PUBLIC:** Mayor Nohilly opened the floor for public comment. With no comments made, he closed the floor.





10. **ADJOURNMENT:** With no further comments, Councilman Butler made a motion to adjourn at 8:16 p.m., seconded by Councilman Franks and unanimously carried.

	Mayor Nohilly	Council President White	Councilman Franks	Councilwoman Horowitz	Councilman Butler	Councilman Watson	Councilman Menditto
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 Clerk/Administrator