

**BOROUGH OF INTERLAKEN
MINUTES
NOVEMBER 8, 2017
7:30 P.M. AT BOROUGH HALL**

The regular meeting of the Borough of Interlaken was called to order at 7:35 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 members: Butler, Franks, Horowitz, Gunn and Watson

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

Absent: Council President White

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

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

2. APPROVAL OF MINUTES: OCTOBER 18, 2017- WORKSHOP & REGULAR

With no Council comments, Councilman Butler made motion to approve minutes, seconded by Councilman Gunn and unanimously carried.

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

3. ORDINANCE 2017-3: AN ORDINANCE AMENDING THE SALARIES AND COMPENSATION OF THE EMPLOYEES OF THE BOROUGH OF INTERLAKEN

ORDINANCE 2017-3 WAS POSTED IN BOROUGH HALL ON OCTOBER 18, 2017 AND ADVERTISED IN FULL IN THE COASTER ON OCTOBER 26, 2017. PUBLIC HEARING WAS SET FOR NOVEMBER 8, 2017.

**AN ORDINANCE AMENDING THE SALARIES AND COMPENSATION OF THE
EMPLOYEES OF THE BOROUGH OF INTERLAKEN**

BE IT RESOLVED by the Borough Council of the Borough of Interlaken, County of Monmouth, State of New Jersey, that;

SECTION I: The compensation or wages to be paid to Officers and Employees shall be as follows:

<u>TITLE OF OFFICER OR EMPLOYEE</u>	<u>ANNUAL SALARY RANGE</u>
ADMINISTRATION	
Mayor and Council	\$ 0
Administrator	\$ 20,000 to \$60,000
Borough Clerk	\$ 20,000 to \$60,000
Deputy Borough Clerk	\$ 15,000 to \$50,000
Finance Clerk/Administrative Assistant	\$ 15,000 to \$50,000
Planning Board Secretary	\$ 0 to \$ 5,000
FINANCE	
Collector of Taxes	\$ 10,000 to \$45,000
Deputy Tax Collector	\$ 15,000 to \$45,000
Chief Financial Officer	\$ 8,000 to \$40,000
Treasurer	\$ 0 to \$30,000
Tax Assessor	\$ 2,500 to \$10,000
PUBLIC WORKS	
Foreman/Mechanic	\$ 30,000 to \$90,000
Laborer	\$ 25,000 to \$60,000
Recycling Coordinator	\$ 2,000 to \$10,000
CONSTRUCTION	
Construction Official	\$ 2,500 to \$10,000
Building Sub-Code Official	\$ 1,500 to \$6,000
Plumbing Inspector	\$ 1,500 to \$6,000
Electrical Inspector	\$ 1,500 to \$6,000
Fire Sub-Code Official	\$ 1,500 to \$6,000
Zoning Official/Code Enforcement Official	\$ 2,000 to \$8,000
Construction Clerk	\$ 500 to \$8,000
LIBRARY	
Librarian	\$ 3,500 to \$8,000
P/T Librarian	\$ Prevailing Min Wage to \$15.00
HOURLY EMPLOYEES	
P/T Public Works Laborer	\$ Prevailing Min Wage to \$15.00
P/T Office Clerk	\$ Prevailing Min Wage to \$15.00

SECTION II: All salary provisions, salary related items and other benefits of employment, as set forth in any employment agreement between the Borough of Interlaken and the Officers or employees set forth herein are deemed incorporated herein by reference.

SECTION III: All ordinances, or part of ordinances, which are inconsistent herewith are repealed but only to the extent of such inconsistency.

SECTION IV: This ordinance shall take effect immediately upon its final passage and publication as required by law.

With no Council comments, Councilwoman Horowitz made motion to open the public hearing, seconded by Councilman Gunn and unanimously carried.

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

With no Public comments, Councilman Butler made motion to close the public hearing, seconded by Councilman Gunn and unanimously carried.

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

With no Council comments, Councilman Gunn made motion to adopt ordinance, seconded by Councilwoman Horowitz and unanimously carried.

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

4. **ORDINANCE 2017-4: AN ORDINANCE OF THE BOROUGH OF INTERLAKEN AMENDING AND SUPPLEMENTING CHAPTER II “ADMINISTRATION”, SECTION 2-32 “RECREATION ADVISORY COMMITTEE”**

BOROUGH OF INTERLAKEN

ORDINANCE NO. 2017-4

AN ORDINANCE OF THE BOROUGH OF INTERLAKEN AMENDING AND SUPPLEMENTING CHAPTER II "ADMINISTRATION", SECTION 2-32 "RECREATION ADVISORY COMMITTEE".

BE IT ORDAINED by the Borough Council of the Borough of Interlaken, in the County of Monmouth and State of New Jersey, that:

SECTION ONE. Section 2-32 "RECREATION ADVISORY COMMITTEE" of the Code of the Borough of Interlaken is amended and supplemented as follows:

2-32 RECREATION ADVISORY COMMITTEE.

2-32.1 Established.

~~Effective upon the adoption of this Ordinance, the former Recreation Committee of the Borough of Interlaken be and the same is hereby abolished and t~~ There is hereby created and established the Recreation Advisory Committee of the Borough of Interlaken.

2-32.2 Members.

The Recreation Advisory Committee shall consist of up to fourteen (14) members, the majority of which shall be residents of the Borough of Interlaken. Borough Employees are welcome to serve on this Committee. Said members shall be appointed by the Mayor for a one (1) year term.

2-32.3 Council Liaison.

The Mayor shall designate one of the members of the Borough Council to serve as a liaison between the Recreation Advisory Committee and the Borough Council.

2-32.4 Meetings; Organization.

The Recreation Advisory Committee shall conduct such meetings as called by the Chairperson, or, in case of the Chairperson's neglect or refusal, then a majority of the appointed members of the Committee may call a meeting. All members shall be given notice of any meeting called and the time and place of same. ~~an organizational meeting and shall organize as set forth herein within thirty (30) days of the final adoption of this section. Therefor an annual organizational meeting shall be conducted during the first meeting of the Committee in January of each year.~~ The Committee shall elect a Chairperson whose duty shall be to fix meeting dates, as stated and advertise said meeting dates, conduct the meetings, ~~make sure minutes are maintained of all meetings, appoint subcommittees and arrange the activities and functions of the subcommittees so that they may be accomplished in an orderly and productive fashion.~~ The Chair may appoint a Deputy Chair and a Secretary each year, ~~at their annual organization meeting.~~

2-32.5 Removal of Members.

The Borough Council shall have the discretion upon the recommendation from the Recreation Advisory Committee to remove any members appointed to the Committee who are not fulfilling the duties and responsibilities.

2-32.6 Duties.

The duties of the Recreation Advisory Committee shall be as follows:

- a. To recommend to the Borough Council programs and improvements and activities which will benefit the Borough's recreational program.
- b. To bring matters of importance and concern regarding recreation to the attention of the Borough Council.
- c. To provide a resource for members of the community, community groups and recreation organizations to discuss areas of concern with respect to recreational programs.
- d. Recommend for adoption by the Borough Council suitable rules and regulations for the use of parks, playgrounds and the conduct of all persons while on or using the same.
- e. To perform such other functions as may be requested by the Borough Administrator or Borough Council.

2-32.7 Budget.

The Recreation Advisory Committee may submit a budget request ~~recommendations on the amount budgeted for recreation~~ to the Borough Administrator by November 1st of each year. The Borough Council may in each annual budget appropriate such sum as it may in its discretion determine to be necessary to accomplish the functions set forth herein and to implement those recommendations which the Council in its discretion determines feasible and appropriate.

2-32.8 Reserved. Records; Minutes; Reports.

~~The Committee shall keep records of its meetings and activities and shall make an annual report on or before December 1st of each year and submit the report to the Borough Council which report shall be comprehensive in detail concerning the operations and activities of the Committee during the preceding year. A copy of said minutes from each meeting are to be filed with the Borough Administrator. Minutes are permanent archival records of the Borough.~~

2-32.9 Fees; Expenditures.

The Recreation Advisory Committee is hereby authorized to charge and to collect fees for participation in programs or activities conducted by the Committee which fees shall be reasonable and shall be subject to the prior approval of the Borough Administrator Governing Body. The Recreation Advisory Committee must show reflection of all financial decisions, expenditures, receipts and donations in its records, which are subject to review at any time by the Administrator, the Chief Financial Officer and/or the Borough Auditor~~the minutes of their meetings~~. All expenditures on behalf of the Recreation Advisory Committee must be on the official Borough voucher form with all proper signatures in place utilizing the proper municipal purchasing system. All expenditures must be done through the Office of the Borough Administrator. All donations and/or other monies received must be deposited into the Borough's current account within forty-eight (48) hours pursuant to N.J. State statute.

SECTION TWO. If any section, subsection, paragraph, sentence or other portion of this Ordinance be adjudged by a Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance.

this SECTION THREE. All ordinances or parts thereof inconsistent with the provisions of Ordinance are hereby replaced to the extent of such inconsistencies.

and SECTION FOUR. This Ordinance shall take effect immediately upon its final passage publication according to law.

SECTION FIVE. Copies of this Ordinance upon adoption shall be forwarded to:

- a. Coded Systems
- b. Stephen Gallagher, Chief Financial Officer

With no Council comments, Councilwoman Horowitz made motion to introduce ordinance, seconded by Councilman Gunn and unanimously carried.

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

Public hearing was set for December 20, 2017.

5. RESOLUTION 2017-87: PAYMENT OF BILLS

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

DATE SPAN	TOTAL
10/16/17-11/06/17	\$ 74,112.15

Resolution 2017-87:

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 November 8, 2017 is in the amount of Seventy Four Thousand and One Hundred Twelve 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 Council comments, Councilman Butler made motion to authorize payment, seconded by Councilwoman Horowitz and unanimously carried.

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

10. REPORTS/CORRESPONDENCE

- ADMINISTRATION/FINANCE - No report.
- PUBLIC SAFETY - No report.
- STREETS & ROADS – Councilman Butler discussed the progress of the street light replacement project in the Borough. The project is almost complete.

Council discussed the new street lighting in regards to illumination, uniformity and additional locations that may require additional posts. There have been resident requests regarding additions.

Borough Clerk/Administrator Reibrich noted that there have been several compliments from residents regarding the look of the lighting and the increased illumination of each light.

Councilman Franks and Council discussed the repair and replacement of the street signs within the Borough.

Councilman Watson questioned whether the project along Wickapecko Drive had been coordinated with Ocean Township.

Borough Clerk/Administrator Reibrich stated that it had. The sidewalks were put in the right of way. The project was done in conjunction with Ocean Township's road project.

Mayor Nohilly stated that the project was done by Ocean Township and would not have been done, if not prompted by their request.

- SHADE TREE COMMISSION – No report.
- PLANNING BOARD – Councilman Gunn also noted that the Board was in need of additional members. It would be an opportunity to become involved with the community.
- BOARD OF EDUCATION - No report.
- BOROUGH ADMINISTRATOR – Borough/Clerk Administrator Reibrich stated that she will be attending the League of Municipalities Conference next week where she will look into finding a street sign vendor.

Borough/Clerk Administrator Reibrich and Council congratulated Councilwoman Horowitz and Councilman Gunn on their election win.

6. COMMENTS FROM THE PUBLIC Mayor Nohilly opened the floor for public comment. With no public present, Mayor Nohilly closed the floor.

7.

8. **ADJOURNMENT** With no further discussion Councilwoman Horowitz made a motion to adjourn, seconded by Councilman Gunn and unanimously carried.

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

Lori Reibrich, RMC
Borough Administrator/Clerk