

**BOROUGH OF HASBROUCK HEIGHTS
 ADJOURNED MEETING
 A G E N D A
 JANUARY 3, 2023
 6:00 p.m.
 BOROUGH HALL
 320 Boulevard**

Meeting in person as well as live streamed via link below

<https://www.aaliveevents.com/meetings>

1. Mayor DeLorenzo calls adjourned meeting to order at 6:00 p.m. and the Sunshine Law Statement is recited.
2. Roll Call
3. Salute to Flag and Pledge of Allegiance
4. Invocation: Pastor Hyoik Kim, United Methodist Church
5. Unfinished Business
6. Communications:
 1. Letter from Chief Rinke Advising of the Resignation of Dispatcher Mullins
7. Minutes November 15, 2022 Meeting
8. Consent Agenda:
 220. Authorizing Cancellation of Minimal Credit and Debit Balances on Current Taxes in the Amount of \$10.00 or less
 221. Authorizing Transfer of Current Taxes Received to Taxes Overpaid
 222. Authorizing Inter fund Transfer
 223. Authorizing Budget Appropriation Transfer
 224. Authorizing Acceptance of Bid for Liquor License – Hotel/Motel Exception
 225. Authorizing Grant Agreement with the NJ DEP to assist with the funding for the replacement of an older diesel loader
9. Resolutions: None
10. Ordinances on Public Hearing:

The following Ordinance scheduled for public hearing on 1/3/23 is hereby pulled from the agenda and a new ordinance will be introduced at a later date

ORD. 2523 AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED "AN ORDINANCE TO FIX THE SALARY AND COMPENSATION OF CERTAIN EMPLOYEES OF THE DEPARTMENT OF PUBLIC WORKS OF THE BOROUGH OF HASBROUCK HEIGHTS, NEW JERSEY, FOR THE YEAR 2023"

8. Council Names its Council President for 2023
9. Announcement of Council Assignments to Committees
10. Council Names its Representative to Planning Board for 2023
11. Consent Agenda:
 1. Authorize the Adoption of a Cash Management Plan
 2. Authorize CFO to Invest Idle Funds
 3. Authorize CFO to Prepare Payrolls
 4. Designate Official Depositories for Borough Funds
Valley National Bank
 5. Authorize Signatures for Borough Checks
 6. Designate Official Newspaper – *The Record, Herald News*
 7. Set Meeting Dates for 2023
 8. Temporary Budget
 9. Continuing Tax Settlement Committee
 10. Authorize CFO to Pay Medical Insurance Premiums
 11. 2023 Debt Service Budget
 12. Authorizing Rate of Interest to be Charged for Nonpayment of Taxes
 13. Adoption of By-Laws for 2023
 14. Petty Cash Fund
 15. Authorizing method of payment via personal check, bank check, certified check, money order, or credit card charge only at Borough Hall
 16. Authorizing the policies and procedure for the payment of claims, claimant's signature for payment
 17. Authorizing the designation of specific officers or officials to disseminate public information on behalf of the Governing Body
 18. Authorizing CFO to Pay Borough Obligations as needed
 19. Authorizing Change In Custodian of Petty Cash Fund
 20. Authorizing Mandatory Direct Deposit of Net Payroll for Employees
12. Resolutions:
13. Mayor Makes Nominations and/or Appointments
14. Miscellaneous from Mayor
15. Miscellaneous from the Council
16. Meeting Open to the Public
17. Adjourn

HASBROUCK HEIGHTS POLICE DEPARTMENT
248 HAMILTON AVENUE
HASBROUCK HEIGHTS, NEW JERSEY 07604



Joseph Rinke
Chief of Police

Headquarters 201-288-1000
Fax 201-288-4006

TO: Laurie Varga, Boro Clerk/Administrator
FROM: Chief Joseph Rinke
DATE: December 26, 2022
SUBJECT: John S. Mullins - Letter of Resignation

Laurie:

Effective December 31, 2022, John S. Mullins will be resigning from his position as Police Dispatcher.

Letter of resignation is attached.


Joseph Rinke
Chief of Police

JR/ji
Attachment

CC: Mayor J. DeLorenzo
Comm. M. Sickels
Comm. R. Bing

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 220

DATED: January 3, 2023

BE IT RESOLVED that the Tax Collector be and is hereby authorized to cancel minimal credit balances and debit balances on current taxes receivable in the amount of \$10.00 or less per N.J. 54:4-91.2.

Ron Kistner
Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Kistner							
Bing							
Ciocia							
Sickets							
Mei							
Hilman							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO. 221

DATED: January 3, 2023

BE IT RESOLVED that the Tax Collector be and is hereby authorized to transfer current year collections to taxes overpaid in the amount of \$37,706.53 for the year 2022.

Ron Kistner
Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Kistner							
Bing							
Ciocia							
Sickers							
Mei							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 222

DATED: January 3, 2023

BE IT RESOLVED that the Treasurer is hereby authorized to make the following transfers to clear Interfunds.

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>ACCOUNT NO.</u>
Trust Fund	Current Fund	\$323,022.66	9001.918
Payroll Agency Fund	Current Fund	\$115,371.49	1100.839

Ron Kistner
Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Kistner							
Bing							
Ciocia							
Sickeis							
Mell							
Hillmann							

**BOROUGH OF HASBROUCK HEIGHTS
RESOLUTION NO. 224
DATED: January 3, 2023**

**RESOLUTION ACCEPTING THE BID OF
CP HASBROUCK, LLC
FOR THE ISSUANCE OF A NEW HOTEL/MOTEL
PLENARY RETAIL CONSUMPTION LIQUOR
LICENSE PURSUANT TO N.J.S.A. 33:1-12.20**

WHEREAS, N.J.S.A. 33:1-12.20 provides that a new liquor license may be issued to a hotel or motel containing at least 100 guest rooms without regard to any other restriction on the number of such licenses in any municipality; and

WHEREAS, pursuant to N.J.S.A. 33:1-19.4, this Body duly authorized the Borough Clerk to seek bids from operators of qualified hotel-motel businesses for a new hotel-motel plenary retail consumption liquor license; and

WHEREAS, the Borough Clerk did so in accordance with law and received one bid, that being the one of CP Hasbrouck, LLC, and she did publicly announce that receipt as required by law on December 13, 2022; and

WHEREAS, the Borough Clerk opened the bid on December, 20, 2022, as had been provided in the notice, and found the same to be in the amount of \$37,400.00 and otherwise fully in conformity with the requirements imposed on the bid; and

NOW, THEREFORE, BE IT RESOLVED that the aforesaid bid be and is hereby approved and accepted and the Borough Clerk be and is hereby authorized and directed to process the application of the said bidder as provided in N.J.S.A. 33:1-19.5 and as would otherwise be required; and

BE IT FURTHER RESOLVED that the funds derived from the conduct of a sale shall be remitted to the municipal treasurer who shall hold the same in escrow until the license is issued pursuant hereto.

John M. DeLorenzo, III, Mayor

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Kistner							
Bing							
Ciocia							
Sickels							
Meli							
Hillmann							

GRANT AGREEMENT
 BETWEEN
BOROUGH OF HASBROUCK HEIGHTS
 (Name of Grantee)
 AND
 THE STATE OF NEW JERSEY
 BY AND FOR
 THE DEPARTMENT OF ENVIRONMENTAL PROTECTION
 GRANT IDENTIFIER: AQ23-031
 GOVERNING BODY RESOLUTION

The governing body of BOROUGH OF HASBROUCK HEIGHTS
 (print Grantee's name)

desires to further the public interest by obtaining a grant from the State of New Jersey in the amount of approximately \$ 49,223.08
 to fund the following project:

Replacing one older diesel loader with one new diesel loader

Therefore, the governing body resolves that Laurie Varga or the successor to the office of
 (print name)
Borough Administrator is authorized (a) to make application for such a grant, (b) if awarded, to execute
 (print title of authorized official)

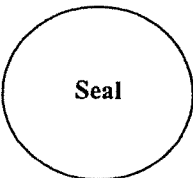
a grant agreement with the State for a grant in an amount not less than \$ 0.00 and not more than \$ 49,223.08,
 and (c) to execute any amendments thereto any amendments thereto which do not increase the Grantee's obligations.

*The Mayor and Council authorizes and hereby agrees to
 (print name of Grantee's governing body, e.g., board of chosen freeholders)
 match 70.00 % of the Total Project Amount, in compliance with the match requirements of the agreement. The availability of the
 match for such purposes, whether cash, services, or property, is hereby certified. 0.0 % of the match will be made up of in-kind
 services (if allowed by grant program requirements and the agreement).*

The Grantee agrees to comply with all applicable Federal, State, and municipal laws, rules, and regulations in its performance pursuant
 to the agreement.

Introduced and passed _____, _____

Ayes: _____
 Noes: _____
 Absent: _____



* The portion of this form between the asterisks should only be completed if matching funds are required under the terms of the agreement. Where in-kind services are allowed and are stipulated by the Grantee, an attachment must be provided and appended hereto, breaking out the in-kind services.

CERTIFICATION*

I, Ronald Kistner, municipal clerk county clerk utilities Authority Clerk
(print name)

(other, specify) Councilman / Financial Commissioner of BOROUGH OF HASBROUCK HEIGHTS
(print Grantee's name)

certify that this resolution was duly adopted by Mayor and Council at a
(print name of Grantee's governing body)

meeting duly held on the ____ day of _____, ____; that this resolution has not been amended or repealed; and that it remains in full force and effect on the date I have subscribed my signature. **

(signature) *

Ronald Kistner

(print name)

Councilman / Financial Commissioner

(print title)

Date: _____ **

* Certification must be signed by an official other than the individual authorized to execute the agreement.

** This date must be no more than sixty (60) days prior to the Grantee's execution of the agreement. If the original certification expires prior to the Grantee's execution, the Grantee must submit a currently certified copy of this Attachment E when it returns the executed agreement to the Department.

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO. : 21

DATED: January 3, 2023

WHEREAS, the Mayor announced his intention to nominate a certain Police Sergeants for promotion to the office of Lieutenant, pursuant to the authority to do so under § 55-5 of Borough Code; and

WHEREAS on June 14, 2022, the Governing Body authorized the commencement of the Promotional Process by the Police Committee of the Governing Body pursuant to § 55-9 of Borough Code, and

WHEREAS, the Police Committee has concluded the said Promotional Process as provided in the Code and, having determined that the hereinafter named the candidates that attained the highest scores, did therefore, by a unanimous vote of its members, recommend to the Mayor that he nominate the hereinafter named Sergeants for nomination for promotion, and

WHEREAS, the Mayor has accepted the recommendation of the Police Committee and does hereby nominate for confirmation by the Governing Body for promotion to the office of Lieutenant, the following:

Patrol Sergeant John A. Behr

Detective Sergeant Jeffrey W. Werner

Sergeant Daniel Kroncke

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Hasbrouck Heights that the aforesaid officer be promoted to the office of Captain in the Hasbrouck Heights Police Department, effective immediately.

Police Commissioner

Roll Call:

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 22

DATED: January 3, 2023

WHEREAS, the Borough is in need of Laborers for the DPW; and

WHEREAS, the Borough has determined that appointing Daniel Bellina and Anthony Seidel to the position of Laborer is in the best interest of the Borough.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hasbrouck Heights, County of Bergen, State of New Jersey, that Daniel Bellina and Anthony Seidel be conditionally appointed to the position of Laborer, effective 1/3/23, pending a satisfactory background check.

Commissioner of DPW

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Kistner							
Bing							
McGuire							
Sickels							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 1

DATED: January 3, 2023

WHEREAS, N.J.S.A. 40A:5-14 requires each local unit to adopt a cash management plan; and

WHEREAS, the Chief Financial Officer has reviewed and updated the current cash management plan;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hasbrouck Heights, County of Bergen, State of New Jersey, that the amended cash management be adopted.

Finance Commissioner

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 2

DATED: January 3, 2023

BE IT RESOLVED that the Chief Financial Officer be and is hereby authorized and directed to invest excess Borough funds to December 31, 2023 and to report such action for confirmation at the next Council meeting following such investments.

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 3

DATED: January 3, 2023

BE IT RESOLVED that the Chief Financial Officer be and is hereby authorized and directed to prepare the necessary payrolls for the employees during the year 2023.

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 4

DATED: January 3, 2023

BE IT RESOLVED that Valley National Bank, a public depository which has been declared eligible to act as depository for public funds by the Department of Banking, State of New Jersey, be and is hereby designated the official depository for the funds of the Borough of Hasbrouck Heights for the year 2023.

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
Mcguire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 5

DATED: January 3, 2023

BE IT RESOLVED that the following accounts be maintained for the purpose of depositing thereto Borough funds and issuing checks thereon when duly authorized by the Governing Body:

- Current Account
- Trust Accounts
- Capital Accounts
- Community Development Account
- Public Assistance Trust Fund
- Special Dog Account
- Unemployment Trust Fund Account

BE IT FURTHER RESOLVED that the following three persons and their respective alternates are hereby authorized to sign, countersign and attest Borough of Hasbrouck Heights checks issued on above accounts:

John DeLorenzo or President of the Council _____
David Sireci or Conchita Parker
Anne M. Sery or Pamela Grisafe

BE IT FURTHER RESOLVED that either of the following persons is hereby authorized to sign checks drawn on the Borough of Hasbrouck Heights Payroll Agency Account:

David Sireci or Conchita Parker

BE IT FURTHER RESOLVED that David Sireci is hereby authorized to sign checks on the Borough of Hasbrouck Heights Payroll Fund Account.

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGurie							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 6

DATED: January 3, 2023

BE IT RESOLVED that The Record and Herald News be and the same are hereby designated as the official papers of the Borough of Hasbrouck Heights as the law may allow for the publication of all official and legal notices and advertising of this Borough for the year 2023.

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 7

JANUARY 3, 2023

BE IT RESOLVED that the Borough Council will hold one work session and one regular meeting each month during the year, 2023 (except during the months of July, August and December when only one meeting will be held) at Borough Hall, 320 Boulevard, Hasbrouck Heights, New Jersey and via Zoom if and when conditions dictate the need (any updates will be provided on the Borough Website www.hasbrouck-heightsnj.org) , at 7:00 p.m. on the following dates:

January 10, 2023 Work session
January 24, 2023 Regular meeting

July 18, 2023 Regular meeting

February 14, 2023 Work Session
February 28, 2023 Regular meeting

August 15, 2023 Regular meeting

March 14, 2023 Work session
March 28, 2023 Regular meeting

September 12, 2023 Work session
September 26, 2023 Regular meeting

April 11, 2023 Work session
April 25, 2023 Regular meeting

October 10, 2023 Work session
October 24, 2023 Regular meeting

May 9, 2023 Work session
May 23, 2023 Regular meeting

November 14, 2023 Work session
November 28, 2023 Regular meeting

June 13, 2023 Work session
June 27, 2023 Regular meeting

December 19, 2023 Regular meeting

BE IT FURTHER RESOLVED that in compliance with Chapter 231 of the Laws of the State of New Jersey of 1975, that a copy of this Resolution be furnished to The Record and The Herald News.

President of the Council

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

**BOROUGH OF HASBROUCK HEIGHTS
RESOLUTION NO.: 8
DATED: JANUARY 3, 2023**

BE IT RESOLVED that pursuant to the provisions of N.J.S.A. 40A:4-19 there is hereby appropriated the sum of **\$5,484,244.00** for municipal expenditures for the year 2023 as follows:

		2023 Temp - Rounded
Administrative and Executive - Mayor and Council		
Salaries and Wages	\$	10,500.00
Administrative and Executive		
Salaries and Wages	\$	59,500.00
Other Expenses	\$	12,500.00
Elections		
Salaries and Wages	\$	3,675.00
Other Expenses		
Financial Administration		
Salaries and Wages	\$	31,500.00
Other Expenses	\$	2,500.00
Other Expenses - Audit	\$	11,000.00
Assessment of Taxes		
Salaries and Wages	\$	5,500.00
Other Expenses	\$	13,000.00
Collection of Taxes		
Salaries and Wages	\$	24,500.00
Other Expenses	\$	7,000.00
Legal Services and Costs		
Other Expenses	\$	55,500.00
Municipal Court		
Salaries and Wages	\$	28,500.00
Other Expenses	\$	3,500.00
Municipal Procecutor		
Salaries and Wages	\$	7,000.00
Other Expenses	\$	50.00
Public Defender		

Salaries and Wages	\$	3,500.00
Other Expenses	\$	50.00
Engineering Services and Costs		
Other Expenses	\$	16,000.00
Public Buildings and Grounds		
Salaries and Wages	\$	27,000.00
Other Expenses	\$	40,000.00
MUNICIPAL LAND USE LAW (NJSA 40:55D-1) Land Use (Combined Planning & Zoning Boards)		
Salaries and Wages	\$	9,500.00
Other Expenses	\$	1,600.00
Master Plan		
Other Expenses	\$	2,000.00
Computerized Data Processing		
Salaries and Wages	\$	15,500.00
Other Expenses	\$	2,500.00
Grant Writer - Contractual	\$	7,500.00
Codification of Ordinances		
Other Expenses	\$	1,500.00
Shade Trees		
Salaries and Wages	\$	87,000.00
Other Expenses	\$	8,500.00
Recycling Program		
Salaries and Wages	\$	71,000.00
Other Expenses	\$	40,000.00
Insurance		
Group Insurance for Employees - Net	\$	577,500.00
Worker's Compensation Insurance	\$	100,000.00
Other Insurance Premiums	\$	89,000.00
Fire		
Salaries and Wages	\$	30,000.00
Other Expenses	\$	38,500.00

Fire Safety		
Salaries and Wages	\$	18,000.00
Other Expenses	\$	1,500.00
Police		
Salaries and Wages	\$	1,435,000.00
Other Expenses	\$	75,000.00
Emergency Management Services - OEM		
Salaries and Wages	\$	2,000.00
Other Expenses	\$	3,000.00
Road Repairs and Maintenance		
Salaries and Wages	\$	99,500.00
Other Expenses	\$	24,000.00
Street Cleaning		
Salaries and Wages	\$	94,500.00
Other Expenses	\$	19,000.00
Garbage and Trash Removal		
Salaries and Wages	\$	187,000.00
Other Expenses	\$	24,000.00
Sewer Maintenance		
Salaries and Wages	\$	63,500.00
Other Expenses	\$	7,000.00
Sanitary Landfill Contractual BCUA	\$	134,000.00
Board of Health		
Salaries and Wages	\$	14,500.00
Other Expenses	\$	2,500.00
Other Expenses - Health Services Contractual	\$	21,500.00
Dog Regulation		
Other Expenses	\$	100.00
Other Expenses - Health Services Contractual	\$	1,000.00
Parks and Playgrounds		
Salaries and Wages	\$	71,000.00
Other Expenses	\$	4,500.00
Recreation		

Salaries and Wages	\$	30,500.00
Other Expenses	\$	14,500.00
Senior Citizen's Transportation		
Salaries and Wages	\$	5,500.00
Other Expenses	\$	300.00
Senior Citizen's Activities		
Salaries and Wages	\$	9,500.00
Other Expenses	\$	6,000.00
Construction Official		
Salaries and Wages	\$	45,500.00
Other Expenses	\$	3,000.00
Gasoline	\$	43,500.00
Electricity	\$	31,500.00
Telephone	\$	14,500.00
Natural Gas	\$	12,000.00
Street Lighting	\$	29,000.00
Fire Hydrant Service	\$	33,000.00
Water	\$	7,000.00
Celebration of Public Events		
Salaries and Wages	\$	4,500.00
Other Expenses	\$	7,000.00
Public Employees' Retirement System	\$	173,219.00
Social Security System (O.A.S.I.)	\$	112,000.00
Police and Firemen's Retirement System of NJ	\$	428,500.00
Unemployment Compensation Insurance	\$	750.00
Maintenance of Free Public Library		
Salaries and Wages	\$	126,500.00
Other Expenses	\$	69,500.00
Bergen County Utilities Authority:		
Sewer Service Charges - Contractual	\$	343,500.00
Sanitary Landfill - Contractual County of Bergen:		
Recycling Tax	\$	6,000.00
Borough of Lodi:		
Sewer Service Charges - Contractual	\$	4,000.00

Police - Class III Police Officers
 Salaries and Wages \$ 55,000.00
 Other Expenses \$ 4,500.00

Special Emergency Authorization - 5 Years
 (N.J.S.A. 40A:4-55) \$ 118,000.00

Grants \$ -
 CIF \$ -
 ARP \$ -
 Debt Service \$ -
 Deferred Charges \$ -
 RUT \$ -

\$ 5,484,244.00

 Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 9

DATED: January 3, 2023

WHEREAS, the efficient fiscal administration of the Borough and the appropriate defense of pending tax appeals require all pending appeals be reviewed to determine which of these cases can and should be expeditiously settled to avoid the expense of needless defenses, and

WHEREAS, in response to that need, this Body did heretofore establish a Tax Settlement Committee authorized to determine which of those cases should be promptly settled and the terms and conditions upon which such settlement should be based and did further authorize appropriate Borough Officials to evidence on behalf of the Borough those settlements by entry into such Stipulations of Settlement, Consent Judgments or other pleadings as may be deemed necessary and appropriate.

NOW, THEREFORE, BE IT RESOLVED that the aforesaid authority be and is hereby confirmed, ratified and shall continue in effect in 2023 unless and until revoked by further Resolution of this body.

BE IT FURTHER RESOLVED that the said Committee shall be composed of the Borough Tax Assessor, Chief Financial Officer, Borough Tax Attorney and Borough Administrator.

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 10

DATED: January 3, 2023

BE IT RESOLVED that the Chief Financial Officer be and is hereby authorized to issue checks to the New Jersey State Health Benefits each month to meet contractual obligations for employee health insurance and prescription premiums for the year 2023.

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 11

DATED: January 4, 2022

BE IT RESOLVED that pursuant to the provisions of R.S. 40A:4-19 there is hereby appropriated the sum of **\$1,145,000** for the payment of debt service charges from January 1, 2023 to the date of the adoption of the Municipal Budget for the year 2023, consisting of the following appropriations:

Payment of Bond Principal	\$ 1,030,000.00
Interest of Bonds	\$ 102,850.00
Special Emergency Note Interest	\$ 12,150.00

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 12

DATED: January 3, 2023

WHEREAS, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 prior to the end of the calendar year;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hasbrouck Heights that the rate of interest to be charged on delinquent 2023 taxes and assessments be and the same is hereby determined and fixed at the rate of 8% on the first \$1,500.00 of such delinquencies, and at a rate of 18% of any such delinquencies in excess of \$1,500.00 as provided for by N.J.S.A. 54:4-67. No interest shall be charged if taxes and assessments are paid within 10 days after said taxes and assessments shall be due and payable, and if taxes and assessments are not paid within 10 days of original due date, interest shall be calculated from the date the tax was originally due and payable until the date of actual payment.

BE IT FURTHER RESOLVED that in addition to the interest to be charged for the non-payment of delinquent taxes or assessments the rate of which has been heretofore fixed pursuant to N.J.S.A. 54:4-67, there is hereby charged to any taxpayer a penalty in the sum of 6% of any delinquency with interest and municipal charges owing by that taxpayer in excess of \$10,000.00 at the end of any calendar year; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be transmitted to the Tax Collector.

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 13

DATED: January 3, 2023

WHEREAS, it is the desire of this Body to adopt by-laws by which to conduct its business during the year 2023; and

WHEREAS, said by-laws shall be adopted by the Council by resolution which shall be adopted by a majority of the Council concurring;

NOW, THEREFORE, BE IT RESOLVED that the by-laws attached hereto and made a part hereof are hereby adopted for the year 2023.

President of the Council

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 14

DATED: January 3, 2023

BE IT RESOLVED that checks be drawn as follows to establish petty cash funds for the year 2022:

<u>Payee</u>	<u>Account</u>	<u>Amount</u>
Joseph Rinke	Current	\$100.00
Anne Sery	Current	\$100.00
Lenny Masucci	Current	\$100.00
Laura French	Current	\$ 25.00
Mimi Hui	Current	\$100.00
Robert Brady	Current	\$ 75.00
Conchita Parker	Current	\$100.00

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 16

DATED: January 3, 2023

RESOLUTION ESTABLISHING POLICIES AND PROCEDURE FOR THE PAYMENT OF CLAIMS, CLAIMANT'S SIGNATURE FOR PAYMENT PURSUANT TO N.J.S.A. 40A:5-16, N.J.A.C. 5:30-9a.6 AND N.J.A.C. 5:31-4.1

WHEREAS, on August 18, 2016, the State of NJ legislature adopted PL 2016, Ch 29 which would allow local units to 1) utilize standard electronic funds transfer technologies and 2) greater flexibility on when to require a vendor or certification prior to paying claims; and

WHEREAS, N.J.S.A. 40A:5-16 requires that the governing body of any local unit shall not pay out of its monies unless:

(a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).

(b) the payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit (certification of the user department).

WHEREAS, N.J.A.C. 5:30-9A.6(c0, N.J.A.C. 5:31-4.1, and Local Finance Notice 2018-13 gives local units discretion to not require claimant certification by enacting a standard policy by resolution for vendors or claimants who do not provide such certification as part of its normal course of business; and

WHEREAS, the Local Finance Board adopted the rules and regulations that the local units must adhere to in order to enact the provisions of the law; and

WHEREAS, N.J.A.C.5:30-9A.6 allows that municipalities may by resolution set forth the circumstances when they will or will not require a vendor (claimant) signature on a purchase order; and

WHEREAS, Subsection (a) of N.J.A.C. 5:30-9.6 as well as 5:31-4.1 clarify that the certification may be executed by a vendor or claimant by signature stamp, facsimile signature, or by electronic signature in addition to a "wet" signature; and

WHEREAS, the Chief Financial Officer has determined that the following circumstances be applied with respect to this act:

Vendor Signature Required (stamp, fax, electronic or wet signature is acceptable)	Vendor Signature Not Required
Employee Reimbursements	Vendors who are paid through EFT technologies
For services provided exclusively and entirely by an individual or professional service	Vendors who do not provide certifications part of the normal course of business and/or Purchase Orders of \$1,000.00 Or less
Refund of Municipal Revenue	Debt Service
Retiree Reimbursements	Non-Municipal Taxes
Individual/Sole Proprietor or single member LLC	Utilities regulated by tariff
Any situation deemed necessary by the CFO or his designee	Professional Development Expenses

NOW, THEREFORE BE IT RESOLVED THAT, on the 3rd day of January, 2023, that the Mayor and Council of the Borough of Hasbrouck Heights, State of New Jersey, County of Bergen, agree that the above vendor claimant circumstances recommended by the Chief Financial Officer shall be enacted effective immediately.

Finance Commissioner

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO. 17

Dated: January 3, 2023

**RESOLUTION PROVIDING FOR THE PROPER
DISSEMINATION TO THE PUBLIC OF
ACCURATE INFORMATION ON BEHALF OF THE
GOVERNING BODY**

WHEREAS, this Body seeks to assure the accuracy of information disseminated to the public on behalf of the Governing Body,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Hasbrouck Heights, County of Bergen and State of New Jersey, that only the following officers or officials shall be authorized to disseminate on behalf of the Governing Body to the public any information that has not already been otherwise made public as follows:

1. The Mayor in regard to any such information;
2. The Borough Administrator in regard to any such information;
3. The Borough Clerk in regard to any such information;
4. The Borough Attorney as to any legal matters; and
5. The Chief of Police/Officer in Charge as to any public safety matter.

BE IT FURTHER RESOLVED that any officer or official who disseminates information purportedly on behalf of the Governing Body shall be deemed to be in violation of §74-3 entitled “Ethical Standards” of Borough Code.

John M. DeLorenzo III, Mayor

Roll Call:

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 18

DATED: January 3, 2023

**AUTHORIZING CHIEF MUNICIPAL FINANCE OFFICER TO PAY
CERTAIN OBLIGATIONS AS NEEDED**

WHEREAS, it is the best interest of the Borough of Hasbrouck Heights to grant authority to the Chief Municipal Finance Officer to pay certain obligations when due prior to the regular payment of bills; and

THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Hasbrouck Heights that the Chief Municipal Finance Officer be directed to pay the following as needed and is necessary for the orderly operation of the Borough of Hasbrouck Heights:

- Association Meetings/Educational Sessions/Conference Costs
- Bergen County Taxes - Regular & Open Space
- Borough Payrolls including Social Security/Medicare
- Debt Payments - Bonds, Notes & Loans, Principal & Interest
- Gasoline/Diesel Vendors
- Boards of Education
- Postmaster
- Healthcare Reimbursements
- Health & Dental Insurance Premiums
- Lease Payments (previously authorized)
- Life Insurance Premiums
- Petty Cash
- Purchases Associated with Borough Events (including Recreation)
- Sewer Disposal - BCUA
- State or County Permit Applications/Fees
- Utilities
- Employee Reimbursements

All payment of bills will be formally signed and approved at the next scheduled Council meeting.

Finance Commissioner

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

Resolution No. 19

January 3, 2023

Change In Custodian Of Petty Cash Fund

WHEREAS, Laurie Varga was custodian of the Borough Clerk Petty Cash Fund, and;

WHEREAS, in accordance with N.J.S.A. 40:5-21, the Mayor & Council of the Borough of Hasbrouck Heights is desirous to change the custodian to Anne Michelle Sery and;

WHEREAS, Anne Michelle Sery is bonded in the amount of \$ 1,000,000 by virtue of a crime policy.

NOW, THEREFORE, BE IT RESOLVED that the Mayor & Council, of the Borough of Hasbrouck Heights, County of Bergen hereby authorizes such action and two copies of this resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs for approval.

Finance Commissioner

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickeis							
Bing							
McGuire							
Kistner							
Mell							
Hillmann							

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NUMBER: 20

DATED: January 3, 2023

A RESOLUTION AUTHORIZING MANDATORY DIRECT DEPOSIT OF NET PAYROLL FOR ALL EMPLOYEES IN ACCORDANCE WITH P.L. 2013, C28

WHEREAS, the Borough of Hasbrouck Heights wishes to adopt policies requiring mandatory direct deposit of net payroll for all employees, with an exemption for seasonal and temporary employees in accordance with P.L. 2013, c28; and,

WHEREAS, this policy will reduce the cost of payroll processing and the time necessary to reconcile the payroll bank account; and,

WHEREAS, the Borough policy will apply to all employees with an exemption for seasonal and temporary employees.

NOW, THEREFORE, BE IT RESOLVED, in accordance with P.L. 2013, c28, the Mayor and Council of the Borough of Hasbrouck Heights, County of Bergen, New Jersey hereby adopts mandatory direct deposit of net payroll for all employees with an exemption for seasonal and temporary employees.

Commissioner of Finance

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Kistner							
King							
Giocci							
Sickels							
Mell							
Hillmann							