

**COUNCIL REORGANIZATION MEETING**  
**January 1, 2016**

Riverdale Borough Hall  
91 Newark Pompton Turnpike  
Riverdale, New Jersey 07457  
3:00pm



***BOROUGH OF RIVERDALE***  
***NEW JERSEY***



Council Chambers  
91 Newark-Pompton Turnpike  
Riverdale, N.J. 07457

# BOROUGH OF RIVERDALE

## Council Reorganization Meeting

### AGENDA

Phone: (973) 835-4060  
Website: [www.riverdaleNJ.gov](http://www.riverdaleNJ.gov)

**January 1, 2016 - 3:00pm**

**MAYOR**  
Paul M. Carelli

**BOROUGH COUNCIL**  
Garrett Astarita  
Bradley Clinton  
Dave Desai  
Matt Oswald  
Vinny Pellegrini  
Steve Revis

#### READING OF THE CERTIFICATION OF ELECTION

*A.J. Jalloh, Borough Clerk*

- Councilman – 3 year terms
- Mayor – 4 year term

#### OATHS OF OFFICE / COMMENTS

*Honorable U.S. Congressman Rodney P. Frelinghuysen*

- Councilman Dave Desai
- Councilman Matthew Oswald
- Mayor Paul M. Carelli

#### CALL TO ORDER

*Mayor Paul M. Carelli Presiding*

- Roll Call
- Statement of Compliance w/ Open Public Meetings Act
- Pledge of Allegiance to the Flag

#### ADOPTION OF COUNCIL BY-LAWS

*Riverdale Mayor and Council*

**01-2016:** RESOLUTION AUTHORIZING THE ADOPTION OF THE BY-LAWS OF THE GOVERNING BODY OF THE BOROUGH OF RIVERDALE

#### PROFESSIONAL APPOINTMENT RESOLUTIONS

*Riverdale Mayor and Council*

**02-2016:** RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL BOROUGH ATTORNEY SERVICES FOR THE CALENDAR YEAR 2016

**03-2016:** RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL BOROUGH ENGINEER SERVICES FOR THE CALENDAR YEAR 2016-2018

**04-2016:** RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL BOROUGH WATER AND SEWER ENGINEERING SERVICES FOR THE CALENDAR YEAR 2016

**05-2016:** RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL BOROUGH AUDITOR SERVICES FOR THE CALENDAR YEAR 2016

**06-2016:** RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL BOROUGH BOND COUNSEL SERVICES FOR THE CALENDAR YEAR 2016

**07-2016:** RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL BOROUGH PUBLIC DEFENDER SERVICES FOR THE CALENDAR YEAR 2016

**08-2016:** RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL BOROUGH SPECIAL LEGAL SERVICES FOR THE CALENDAR YEAR 2016



**BOROUGH OF RIVERDALE**  
**Council Reorganization Meeting**  
**AGENDA**

**MAYOR**  
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**January 1, 2016 - 3:00pm**

**RESOLUTIONS - CONSENT AGENDA**

*All items listed on the Consent Agenda are considered to be routine and will be acted upon by a single motion. There will be no separate discussion of these items unless members of the Council request specific items to be removed for separate action.*

- 09-2016:** RESOLUTION AUTHORIZING A CHANGE IN THE MAYORS COMPENSATION FROM AN ANNUAL SALARY OF \$57,275 TO AN ANNUAL STIPEND OF \$12,000
- 10-2016:** AUTHORIZING ANNUAL SCHEDULE OF COUNCIL WORK SESSIONS AND REGULAR MEETINGS FOR 2016
- 11-2016:** RESOLUTION AUTHORIZING OFFICIAL BOROUGH HOLIDAYS FOR 2016
- 12-2016:** RESOLUTION AUTHORIZING OFFICIAL BOROUGH NEWSPAPER FOR 2016
- 13-2016:** DESIGNATING THE OFFICIAL DEPOSITORIES OF THE BOROUGH FOR THE YEAR 2016
- 14-2016:** AUTHORIZING INTEREST FOR NON-PAYMENT OF TAXES OR ASSESSMENTS
- 15-2016:** RESOLUTION AUTHORIZING WORK PERIODS FOR LAW ENFORCEMENT
- 16-2016:** RESOLUTION ADOPTING THE CASH MANAGEMENT PLAN OF THE BOROUGH OF RIVERDALE, COUNTY OF MORRIS FOR 2016
- 17-2016:** RESOLUTION AUTHORIZING ADOPTION OF TEMPORARY APPROPRIATIONS.
- 18-2016:** RESOLUTION APPOINTING FUND COMMISSIONERS FOR THE NEW JERSEY INTERGOVERNMENTAL INSURANCE FUND
- 19-2016:** RESOLUTION APPOINTING CLASS II SPECIAL LAW ENFORCEMENT OFFICERS FOR 2016
- 20-2016:** AUTHORIZING THE APPOINTMENT OF THE BOROUGH OF RIVERDALE SOCIAL MEDIA DIRECTOR FOR THE YEAR 2016
- 21-2016:** AUTHORIZING THE APPOINTMENT OF THE BOROUGH OF RIVERDALE PUBLIC AGENCY COMPLIANCE OFFICER FOR THE YEAR 2016
- 22-2016:** AUTHORIZING THE APPOINTMENT OF THE BOROUGH OF RIVERDALE RECREATION COMMITTEE MEMBERS FOR THE YEAR 2016
- 23-2016:** AUTHORIZING THE APPOINTMENT OF BOARD OF HEALTH MEMBERS
- 24-2016:** AUTHORIZING THE APPOINTMENT OF THE BOROUGH OF RIVERDALE RECYCLING COORDINATOR FOR THE YEAR 2016
- 25-2016:** AUTHORIZING THE APPOINTMENT OF THE CLASS III PLANNING BOARD MEMBER



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## BOROUGH OF RIVERDALE Council Reorganization Meeting AGENDA

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**January 1, 2016 - 3:00pm**

**MAYOR**  
Paul M. Carelli

**BOROUGH COUNCIL**  
Garrett Astarita  
Bradley Clinton  
Dave Desai  
Matt Oswald  
Vinny Pellegrini  
Steve Revis

### ELECTION OF COUNCIL PRESIDENT

*Borough Council*

**26-2016:** ELECTION OF COUNCIL PRESIDENT FOR 2016

### APPOINTMENT OF COUNCIL COMMITTEES

*Borough Council*

**27-2016:** RESOLUTION APPOINTING COUNCIL COMMITTEES FOR 2016

### MAYOR APPOINTMENTS

*Mayor Paul M. Carelli*

**28-2016:** MAYOR'S APPOINTMENT OF CLASS I PLANNING BOARD MEMBER

**29-2016:** MAYOR'S APPOINTMENT OF CLASS II CLASS IV AND ALTERNATE PLANNING BOARD MEMBERS

**30-2016:** MAYOR'S APPOINTMENT OF HUD COMMITTEE MEMBERS

**31-2016:** MAYOR'S APPOINTMENT OF LIBRARY BOARD OF TRUSTEE MEMBERS

**32-2016:** MAYOR'S APPOINTMENT OF SHADE TREE COMMISSION MEMBERS

**33-2016:** MAYOR'S APPOINTMENT OF THE EMERGENCY MANAGEMENT COORDINATOR

### OPEN PUBLIC COMMENTS

*Members of the public are invited to comment at this time on any issues, whether or not on the agenda*

### ADJOURNMENT

Additional items may be added to this agenda. Final action may be taken on all matters listed or added to this agenda. This agenda was prepared as of 12/28/2015 with all available information as of this date. This agenda has been sent to official newspapers of the Borough on 12/28/2015 in compliance with P. L. 1975, c 213

A.J. Jalloh, Borough Clerk.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 01-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING THE ADOPTION OF THE BY-LAWS  
OF THE GOVERNING BODY OF THE BOROUGH OF RIVERDALE**

**WHEREAS,** it is the desire of the Borough Council of the Borough of Riverdale to adopt By-Laws for the orderly, efficient, and public-friendly performance of its official duties as the Governing Body of the Borough of Riverdale; and

**WHEREAS,** the Borough Council hereby finds that the adoption of By-Laws will foster the orderly, efficient and public-friendly performance of its official duties as the Governing Body of the Borough.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council that any and all By-Laws heretofore adopted by the Borough Council be and are hereby repealed; and

**BE IT FURTHER RESOLVED** that the By-Laws set forth hereinafter be and are hereby adopted by the Borough Council as the By-Laws governing the proceedings of meetings of the Borough Council.

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



**BOROUGH OF RIVERDALE**  
**MAYOR AND COUNCIL**  
**BY-LAWS**

**Revised: January 1, 2016**



## **BY-LAWS OF THE BOROUGH COUNCIL Borough of Riverdale**

### **ARTICLE I MAYOR**

SECTION 1: The Mayor shall perform the duties enjoined upon him by the Revised Statutes of New Jersey and these By-Laws.

SECTION 2: The Mayor shall preside over the deliberation of the Council and shall conduct the meetings thereof. He shall also participate in the determination of all borough affairs to the extent permitted by statute.

SECTION 3: The Mayor shall on all occasions reserve the strictest order and decorum, and he shall cause the removal of all persons who interrupt the orderly proceedings of the Council.

SECTION 4: The Mayor shall decide all questions of debate subject to an appeal to the Council; and he may call upon the Council for its opinion upon any question of order.

SECTION 5: The Mayor shall be an ex-officio member of all committees, both Council and Advisory, and shall be informed in advance of all meetings of such committees.

SECTION 6: The Mayor shall serve as the liaison between the Governing Body and all Boards, Committees, Agencies and Organizations, except as herein assigned to a specific Council Committee for liaison purposes.

SECTION 7: In the absence of the Mayor, or if he is unable to perform his duties, the Council President (or in his inability to act, the council member having the greatest seniority) shall act as Mayor as provided by statute.

SECTION 8: The Borough Attorney shall report to and be responsible directly to the Mayor.

### **ARTICLE II BOROUGH CLERK**

SECTION 1: The Clerk shall perform the duties enjoined upon him by the Revised Statutes of New Jersey and these By-Laws.

SECTION 2: The Clerk shall keep the minutes and ordinance books properly and fully indexed and shall perform all the duties usually devolving upon such officer; and in addition, such other duties as the Mayor or Council may direct.

SECTION 3: Upon the introduction of an ordinance, the same shall be properly numbered and recorded at length by the Borough Clerk in the ordinance book. The assigned number should appear in the advertisement of such ordinance.

SECTION 4: The Borough Clerk shall report to and be responsible directly to the Mayor.

### **ARTICLE III GOVERNING RULES OF ORDER**

SECTION 1: Except as otherwise provided by provision of State Statute or the succeeding By-Laws, it is hereby determined and declared that Robert's Rules of Order shall be the controlling source of authority for all matters of procedural governance of all meetings of the Council.



## **BY-LAWS OF THE BOROUGH COUNCIL Borough of Riverdale**

### **ARTICLE IV MEETINGS**

SECTION 1: The Council shall hold an annual meeting on January 1st, at three o'clock unless a substitute date and/or time is agreed upon and is in conformity with the statutes.

SECTION 2: At the aforesaid meeting, the Council shall by resolution fix the time and place for holding regular meetings during the ensuing year, which time and place shall not be changed except by a resolution introduced at a regular meeting and acted upon at a subsequent regular meeting.

SECTION 3: At the annual meeting, the Council shall elect one of its members as Council President to serve for the calendar year.

SECTION 4: The Mayor shall, when necessary, call special meetings of the Council, in case of his neglect or refusal, any four (4) members of the Council may call such a meeting, at such time and place, in the borough, as they may designate. In all cases of special meetings, reasonable advance notice (1 week), except in case of emergency, shall be given in person to all members of the Council, or left at their place of residence.

SECTION 5: A quorum shall be as provided by the Revised Statutes of New Jersey, three (3) councilmen and the Mayor, and in the absence of the Mayor, four (4) councilmen.

SECTION 6: In the event of the absence of a quorum at any meeting, those assembled shall have power and are hereby authorized to set a new meeting date and then adjourn.

SECTION 7: The following order of business shall be observed:

1. Roll Call
2. Statement of Compliance with Open Public Meeting Act
2. Pledge of Allegiance to the Flag
3. Approval of Minutes
4. Presentations
5. Introduction of Ordinances.
6. Public Hearing and Adoption of Ordinances
7. Open Public Comment on Resolutions
8. Resolutions – Consent Agenda
9. Resolutions
10. Reports of Council Committees / Department Heads.
11. Report of Borough Clerk / Mayor
12. Report of Borough Attorney
13. New business.
14. Old Business
15. Open Public Comment
16. Executive Session
17. Adjournment

SECTION 8: The aforesaid order of business may be changed by a majority vote of the members of the Council present at such meeting.



## **BY-LAWS OF THE BOROUGH COUNCIL**

### **Borough of Riverdale**

SECTION 9: Except as otherwise required by the Statutes, or specifically provided for in these By-Laws, all action of the Council shall be by a majority vote of those present.

SECTION 10: Upon demand of one (1) member of the Council, or when ordered by the Mayor, or when directed by Statute, a roll call vote shall be taken and the yeas and nays entered in the minutes or the meeting.

#### **ARTICLE V**

#### **COMMITTEES**

SECTION 1: The Mayor shall appoint all committees and shall be a member, ex-officio, of each committee. In addition, he shall see that all matters referred to the committees are acted upon and reported promptly.

SECTION 2: The following Council Committees consisting of two (2) members each shall be appointed by the Mayor with consent of the Council at the annual meeting. The Mayor will be the third member of each committee.

1. Finance
2. Public Safety
3. Public Works
4. Communications
5. Utilities
6. Personnel

SECTION 3: Each Councilman shall be chairman or one of the six Council Committees named in this article and a member of one other, providing his activity and attendance warrant such appointment.

SECTION 4: Council Committees are appointed to expedite and facilitate the work of the Council, but only within statutory limits, as the entire Council is held responsible for any or all of its acts.

The Council Committee shall:

1. Plan, study, direct and make commitments within budgetary limitations; and carry on the routine activities for which it has primary responsibility.
2. Perform such acts as may be assigned to it by the Council.
3. Report and make recommendations in writing to the Council regarding its activities and responsibilities.

Except as provided, a Council Committee shall NOT:

1. Exceed its budgetary appropriations without prior approval of the Council.
2. Make promises or commitments to anyone, which directly or by inference, bind the Council.
3. Act in such a manner or make decisions which set a precedent, or violate established Council policy.

SECTION 5: Council Committees may be appointed for purposes other than those included in the duties of Council Committees, subject to approval of the Council.

SECTION 6: At the time of appointment of any committee, the Mayor shall name some member thereof as the Chairman of such committee, and shall name the successor to any such Chairman in case of their death, resignation, or removal from office, while serving in such capacity.



## **BY-LAWS OF THE BOROUGH COUNCIL**

### **Borough of Riverdale**

SECTION 7: The Chairman of each Council Committee shall be prepared to report to the Mayor and Council at each regular meeting on the principal activities and achievements of their Committee. He shall also prepare and submit in writing to the Mayor, at the last regular meeting of the year, a suitable annual report.

#### **ARTICLE VI**

#### **DUTIES OF STANDING COMMITTEES OF THE COUNCIL**

SECTION 1: The Finance Committee shall have primary responsibility for the following described activities and matters:

- A. The examination, review and approval of all vouchers prior to their submission to the Council for authority to pay same.
- B. The administration, practices, procedures and records of the following:
  - 1. The Collector and Treasurer (also any appointed deputies) and his office.
  - 2. The Board of Assessors and its office.
  - 3. The Chief Financial Officer and its office.
- C. The initiation of foreclosure action and subsequent administration and disposition of property acquired by the Borough under foreclosure of Tax Title Liens.
- D. The coordination of departmental budgets; the preparation of budgetary figures relating to the aforementioned activities; the final preparation, explanation, and continued supervision of the entire Municipal Budget.
- E. The maintenance, review, and revision of the Borough Purchasing System.
- F. The review, revision, and all other matters pertaining to any insurance and bond coverage of the borough.
- G. It shall also serve as the liaison between the Council and the Registered Municipal Accountants, and with any other body or organization on fiscal matters.
- H. It shall receive, review, and present to the Council the proposed budget of the Planning Board, Zoning Board of Adjustment, Board of Health, Shade Tree Commission, Senior Citizens Club, and any other board or entity with appropriations in the Municipal budget.
- I. The examination, review, and approval of the Water and Sewer billing.

SECTION 2: The Public Safety Committee shall have the primary responsibility for the following described activities and matters:

- A. The administration, practices, procedures, and records of the following:
  - 1. Police Department (including equipment)
  - 2. Fire Department (including equipment)
  - 3. Emergency Management and CERT Team
  - 4. First Aid Squad
  - 5. Highway traffic and all parking matters
  - 6. Granting of licenses and the inspection licensed premises and persons as designated by the Council.
  - 7. The Public Safety Committee will have the primary responsibility for contract negotiations with the PBA at contract renewal.
- B. It shall also serve as the liaison between the Council and:
  - 1. Municipal Judge
  - 2. Municipal Court and Court Clerk
  - 3. Dog Warden
  - 4. All organizations or agencies concerned with Public Safety or Juvenile Delinquency.



## BY-LAWS OF THE BOROUGH COUNCIL Borough of Riverdale

SECTION 3: The Public Works Committee shall have primary responsibility for the following described activities and matters:

- A. The administration: practices, procedures and records of the following:
  - 1. DPW Personnel
  - 2. Streets and Roads
  - 3. Building and Grounds
  - 4. Property Maintenance
  - 5. Maintenance and upkeep of all borough street lights and signage.
  - 6. Vehicle Maintenance of all borough equipment. (including Police and Fire)
  - 7. Maintenance and upkeep of all Recreation Fields in the borough.
  - 8. Performance review and reporting of all licensed Quarry activity.
  - 9. The administration, practices, procedures and records of the Borough Engineer and his office.

SECTION 4: The Communications Committee shall have primary responsibility for the following described activities and matters:

- A. The administration: practices, procedures and records of the following:
  - 1. Serve as the liaison between the Council and the Board of Health and other agencies concerned with public health and/or welfare.
  - 2. Serve as the liaison between the Council and the Recreation department.
  - 3. Serve as the liaison between the Council and the Senior Citizens club.
  - 4. Serve as the liaison between the Council and the Riverdale Board of Education.
  - 5. The administration, practices, procedures, and records pertaining to the rentals of all Borough facilities and the coordination of all public events.
  - 6. The administration, practices, procedures, and records pertaining to all aspects of social media including but not limited to the Official Borough website, newsletter, and any other form of communications to the residents of the borough.

SECTION 5: The Utilities Committee shall have primary responsibility for the following described activities and matters:

- A. The administration: practices, procedures and records of the following:
  - 1. Water Department
    - a. Planning, purchase, installation, and maintenance of all fire hydrants and water system related improvements in conjunction with the Chairman of Public Works.
    - b. Maintenance, repair or replacement of all equipment.
    - c. Maintain sufficient inventory of material.
  - 2. Sewer Department
    - a. Planning, purchase, installation, and maintenance of all sewer connection and sewer related improvements in conjunction the Chairman of Public Works.
    - b. Maintenance, repair or replacement of all equipment.
    - c. Maintain sufficient inventory of material.
  - 3. Sanitation activities, including the collection of garbage, refuse, and recycling.
  - 4. The administration, practices, procedures, and records pertaining to the operation of the Borough Compost facility.



## **BY-LAWS OF THE BOROUGH COUNCIL Borough of Riverdale**

5. It shall also serve as the liaison between the Council and the various utility corporations operating within the borough, except in matters which are the primary responsibility of other committees; it shall be the liaison between the Council and the supplier of water to the Borough of Riverdale on a contract basis.
6. Serve as the liaison between the Council and Morris County Community Development.
7. Serve as the liaison between the Council and Riverdale Shade Tree Commission.

SECTION 6: The Personnel Committee shall have primary responsibility for the following described activities and matters:

- A. The administration: practices, procedures and records of the following:
  1. The administration, practices, procedures, and records pertaining to Employee salary and benefits.
  2. The administration, practices, procedures, and records pertaining to the Borough Insurance policies.
  3. The administration, practices, procedures, and records pertaining to performance reviews, annual salary ordinances and resolutions.
  4. Review and recommendation of annual salary increases.
  5. The administration, practices, procedures, and records pertaining to the Borough of Riverdale Employee Handbook.
  6. Serve as the liaison between the Council and Riverdale Public Library.

### **ARTICLE VII SPECIAL CITIZEN ADVISORY COMMITTEES**

SECTION 1: From time to time the Mayor and Council may deem it appropriate to establish Special Citizen Advisory Committees to address particular programs, issues or concerns facing the Borough. These committees will consist of a Chair and a Second, to be selected from and confirmed by the Council, with the Mayor as an ex-officio member of each committee.

SECTION 2: These committees may also consist of up to 2 resident members, appointed by the committee Chair and confirmed by the Council, to participate in committee meetings. Special Citizen Advisory Committees can be established or dissolved at the discretion of the Council any time by resolution. Special Citizen Advisory Committees and their members will be confirmed annually at the Reorganization meeting.

### **ARTICLE VIII BILLS, CLAIMS, AND VOUCHERS**

SECTION 1: All bills or claims against the borough shall be in writing, and on such forms as the borough shall provide for that purpose. As required by statute, they shall be sworn to before submission for approval and payment.

SECTION 2: All purchases for goods or services must pass through the Borough Clerk, who will, upon proper authority, initiate a Purchase Order listing all pertinent data in addition to the official authorizing same. On all emergency purchases, a confirming purchase order shall be issued.



**BY-LAWS OF THE BOROUGH COUNCIL  
Borough of Riverdale**

SECTION 3: All bills and claims must be supported by a certification of the receipt of the goods, or the satisfactory rendering of services, by the responsible person accepting the same on behalf of the Borough of Riverdale and who may be held accountable therefor.

SECTION 4: All vouchers returned for payment shall be checked with original Purchase Order by the Borough Clerk and any irregularities noted for the benefit of the Finance Committee. The duplicate copy of purchase orders shall be attached to vouchers.

SECTION 5: All vouchers recommended for payment shall be presented to the Council by the Finance Committee at a regular or at an adjourned regular meeting.

SECTION 6: Authorization to draw the checks and pay the amounts of the approved vouchers shall be by resolution of the Council.

SECTION 7: All bills, vouchers, and paid checks shall be filed in a safe place and be made available for public impaction.

**ARTICLE IX  
OFFICIAL SEAL OF THE BOROUGH**

SECTION 1: The Official Seal of the Borough shall be circular in form and shall contain the following information:

***BOROUGH OF RIVERDALE, NJ***  
**CORPORATE SEAL**  
**1923**  
**NJ**



SECTION 2: The Borough Clerk shall maintain custody of the Official Seal of the Borough, which shall be affixed by the Borough Clerk to all documents upon which the Official Seal is legally required to be affixed as well as upon any other such documents as the Council may from time to time so direct be affixed with the Official Seal.



**BY-LAWS OF THE BOROUGH COUNCIL  
Borough of Riverdale**

**ARTICLE X  
OFFICIAL LOGO OF THE BOROUGH**

SECTION 1: The Official Logo of the Borough of Riverdale is as follows:



SECTION 2: The Official Logo shall be affixed by the Borough Clerk to all borough documents upon which the logo is required to be affixed as well as upon any other such documents as the Council may from time to time so direct be affixed with the Official logo.

**ARTICLE XI  
AMENDMENTS**

SECTION 1: The Mayor or any member of the Council may propose amendments to these By-Laws at any regular or adjourned regular meeting. The Mayor will appoint a Special Committee of three members of the Council to consider the proposed amendments and in addition, may submit other suggested changes.

SECTION 2: The Special Committee will present its recommendation at a regular or adjourned regular meeting of the Council.

SECTION 3: These By-Laws shall only be altered or amended by a two-thirds vote on a roll call vote taken at a regular or adjourned regular meeting of the Council.

**RECORD OF COUNCIL VOTE**

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Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN    Yes    No    Absent    Abstain    COUNCILMAN    Yes    No    Absent    Abstain

Astarita					Pellegrini				
Clinton					Revis				
Desai					Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 02-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR BOROUGH ATTORNEY SERVICES FOR THE CALENDAR YEAR 2016**

**WHEREAS**, the Borough of Riverdale has a need to acquire Borough Attorney services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year from January 1, 2016 to December 31, 2016; and,

**WHEREAS**, Robert Oostdyk has submitted a proposal December 22, 2015 indicating he will provide Borough Attorney services for an annual retainer of \$25,000.00; and,

**WHEREAS**, Robert Oostdyk has completed and submitted a Business Entity Disclosure Certification which certifies that neither he nor the firm of Murphy McKeon, PC has not made any reportable contributions to a candidate or candidate committee in the Borough of Riverdale in the previous one-year, and that this contract will prohibit him and the law firm of Murphy McKeon, PC from making any reportable contributions through the term of the contract; and

**WHEREAS**, the governing body of the Borough of Riverdale pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Riverdale authorizes the Mayor to enter into a contract with Robert Oostdyk as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



**BOROUGH OF RIVERDALE  
DETERMINATION OF VALUE FORM AND CERTIFICATION OF FUNDS  
PURSUANT TO NON-FAIR AND OPEN CONTRACT AWARDS**

Prior to the governing body formally considering a resolution awarding a non-fair and open contract, an appropriate official must certify in writing that the estimated amount of the contract to be awarded exceeds \$17,500. The appropriate official may be the purchasing agent, financial officer, chief administrative officer, or an appointed or elected official with knowledge of the contract.

The determination of the amount is based on the value of the full contract life, not the amount spent annually. Therefore a two-year contract for \$10,000 a year awarded through a non-fair and open process falls under this requirement. A single one year contract for \$10,000, however, does not. The determination should be kept on file and made part of the resolution awarding the contract.

Contract For: Borough Attorney  
Contract to be awarded to: Robert Oostdyk (MURPHY McKEON , P.C.)  
Contract Period: One Year  
January 1, 2016, through December 31, 2016

**CERTIFICATION**

I hereby certify that the estimated amounts of the contracts to be awarded exceed \$17,500.

I hereby further certify that funds to cover the expenditures for the above-reference contracts will be encumbered by purchase orders on an as-needed basis (as required pursuant to N.J.A.C. 5:30-5.4.).

By: \_\_\_\_\_  
Kenneth Sesholtz, Chief Financial Officer

Certified Date: \_\_\_\_\_



recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status so affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates or pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regarding to age, race, creed, color, national origin, ancestry, marital status or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans With Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

Political Contribution Disclosure. This contract has been awarded to Robert H. Oostdyk, Jr., Esq. based on the merits and abilities of Robert H. Oostdyk, Jr., Esq. to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Murphy McKeon P.C., its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the Borough of Riverdale if a member of that political party is serving in an elective public office of the Borough of Riverdale when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Borough of Riverdale when the contract is awarded.

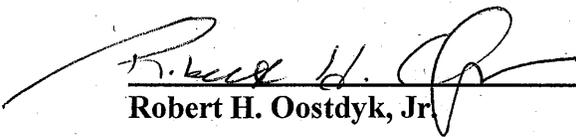
**IN WITNESS WHEREOF**, the Borough of Riverdale has caused these presents to be signed by its proper officers and caused its corporate seal to be hereunto affixed and Robert H. Oostdyk, Jr. has hereunto affixed his signature to day and year first above written.

**Attest:**

**BOROUGH OF RIVERDALE**

\_\_\_\_\_  
**Abubakar Jalloh, Clerk**

\_\_\_\_\_  
**Paul Carelli, Mayor**

  
\_\_\_\_\_  
**Robert H. Oostdyk, Jr.**

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

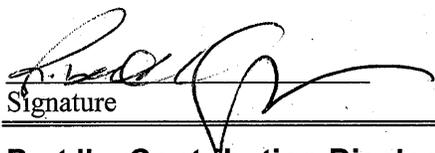
Required Pursuant To N.J.S.A. 19:44A-20.26

This form or its permitted facsimile must be submitted to the local unit no later than 10 days prior to the award of the contract.

## Part I - Vendor Information

Vendor Name:	Robert H. Oostdyk, Jr., Esq./ Murphy McKeon P.C.				
Address:	51 Route 23 South, P.O. Box 70				
City:	Riverdale	State:	NJ	Zip:	07457

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

  
Signature

Robert H. Oostdyk, Jr.  
Printed Name

Partner  
Title

## Part II - Contribution Disclosure

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
None			

Check here if the information is continued on subsequent page(s)

**STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business: Murphy McKeon P.C.**

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

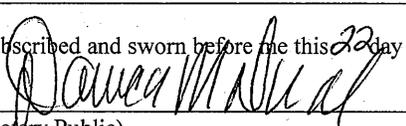
Name: Martin F. Murphy

Name: James L. McKeon, III

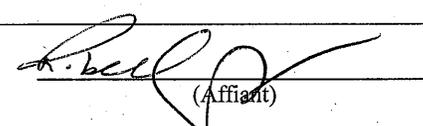
Home Address: 26 Old Fourth Drive  
Oak Ridge, NJ 07438

Home Address: 4 Misty Ridge Circle  
Kinnelon, NJ 07405

Subscribed and sworn before me this 22 day of December 2015.

  
(Notary Public)

**DANICA M. DUVAL**  
A Notary Public of New Jersey  
My Commission Expires November 4, 2019

  
(Affiant)

**Robert H. Oostdyk, Jr., Partner**  
(Print name & title of affiant)

(Corporate Seal)

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF RIVERDALE**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Murphy McKeon P.C. has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Riverdale as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

No reportable contribution has been made to any organization or candidate between 1/1/15 and the date of this contract.	

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- Partnership     
  Corporation     
  Sole Proprietorship     
  Subchapter S Corporation  
 Limited Partnership     
  Limited Liability Corporation     
  Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Martin F. Murphy	26 Old Fourth Drive, Oak Ridge, NJ 07438
James L. McKeon, III	4 Misty Ridge Circle, Kinnelon, NJ 07405

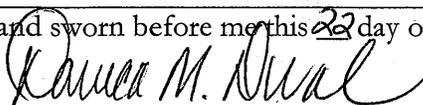
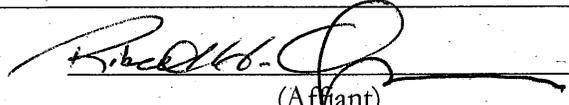
**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Murphy McKeon P.C.

Signed: \_\_\_\_\_ Title: Partner

Print Name: Robert H. Oostdyk, Jr. Date: \_\_\_\_\_

Subscribed and sworn before me this <u>22</u> day of <u>December</u> <u>20 15</u>  My Commission expires: _____ DANICA M. DUVAL A Notary Public of New Jersey My Commission Expires November 4, 2019	 (Affiant) <b>Robert H. Oostdyk, Jr., Partner</b> (Print name & title of affiant) (Corporate Seal)
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# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 03-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES FOR A THREE YEAR TERM**

**WHEREAS**, the Borough of Riverdale has a need to acquire Professional Engineering Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 3 years from January 1, 2016 to December 31, 2018; and,

**WHEREAS**, Paul P. Darmofalski has submitted a proposal dated December 16, 2015 indicating he will provide Professional Engineering Services at a rate of \$125.00 per hour; and,

**WHEREAS**, Paul P. Darmofalski has completed and submitted a Business Entity Disclosure Certification which certifies that neither he nor the firm of Darmofalski Engineering Associates, Inc. has not made any reportable contributions to a candidate or candidate committee in the Borough of Riverdale in the previous one-year, and that this contract will prohibit him and the firm from making any reportable contributions through the term of the contract; and

**WHEREAS**, the governing body of the Borough of Riverdale pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Riverdale authorizes the Mayor to enter into a contract with Paul Darmofalski as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**RECORD OF COUNCIL VOTE**

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita					Pellegrini				
Revis					Desai				
Clinton					Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



**BOROUGH OF RIVERDALE  
DETERMINATION OF VALUE FORM AND CERTIFICATION OF FUNDS  
PURSUANT TO NON-FAIR AND OPEN CONTRACT AWARDS**

Prior to the governing body formally considering a resolution awarding a non-fair and open contract, an appropriate official must certify in writing that the estimated amount of the contract to be awarded exceeds \$17,500. The appropriate official may be the purchasing agent, financial officer, chief administrative officer, or an appointed or elected official with knowledge of the contract.

The determination of the amount is based on the value of the full contract life, not the amount spent annually. Therefore a two-year contract for \$10,000 a year awarded through a non-fair and open process falls under this requirement. A single one year contract for \$10,000, however, does not. The determination should be kept on file and made part of the resolution awarding the contract.

Contract For: Borough Engineer  
Contract to be awarded to: Paul Darmofalski (DARMOFALSKI ENGINEERING ASSOCIATES, LLC)  
Contract Period: Three Years  
January 1, 2016, through December 31, 2018

**CERTIFICATION**

I hereby certify that the estimated amounts of the contracts to be awarded exceed \$17,500.

I hereby further certify that funds to cover the expenditures for the above-reference contracts will be encumbered by purchase orders on an as-needed basis (as required pursuant to N.J.A.C. 5:30-5.4.).

By: \_\_\_\_\_  
Kenneth Sesholtz, Chief Financial Officer

Certified Date: \_\_\_\_\_

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

Name of Business DARMOFALSKI ENGINEERING

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

**Check the box that represents the type of business organization:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Partnership                         | <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Sole Proprietorship           |
| <input type="checkbox"/> Limited Partnership                 | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input checked="" type="checkbox"/> Subchapter S Corporation |  |  |

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: <u>Paul P. Darmofalski</u>	Name: _____
Home Address: <u>23 Woodland Ct</u>	Home Address: _____
<u>Pompton Plains, NJ 07444</u>	_____

Name: _____	Name: _____
Home Address: _____	Home Address: _____
_____	_____

Name: _____	Name: _____
Home Address: _____	Home Address: _____
_____	_____

Subscribed and sworn before me this 22 day of Dec, 2015

(Notary Public) Linda C. Forbes

My Commission expires:

**LINDA C. FOREBES**  
**NOTARY PUBLIC OF NEW JERSEY**  
My Commission Expires June 27, 2018

Paul P. Darmofalski  
(Affiant)

Paul P. Darmofalski  
(Print name & title of affiant)

PNE S  
(Corporate Seal)



**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD  
FROM [WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED,  
CUSTOMIZABLE FORM.**

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF RIVERDALE**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that PAUL P. DARMOFALSKI has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Riverdale as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Mayor Paul M. Carelli	Councilman Dave Desai
Councilman Garrett Astarita	Councilman Steven Revis
Councilman Bradley Clinton	Councilman Matt Oswald
Councilman Vincent Pellegrini	

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

- Partnership     
  Corporation     
  Sole Proprietorship     
  Subchapter S Corporation  
 Limited Partnership     
  Limited Liability Corporation     
  Limited Liability Partnership

Name of Stock or Shareholder	Home Address
PAUL P. DARMOFALSKI	23 WOODLAND CT POMPTON PLAINS, NJ 07444

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity:

Signed: Paul P. M. Title: PRESIDENT  
 Print Name: PAUL P. DARMOFALSKI Date: 12/22/15

Subscribed and sworn before me this 22 day of DEC, 2015

My Commission expires: Joan M. Darmofalski Paul P. M. (Affiant)  
PAUL P. DARMOFALSKI, PRES. (Print name & title of affiant) (Corporate Seal)

**JOAN M. DARMOFALSKI**  
**NOTARY PUBLIC OF NEW JERSEY**  
**MY COMMISSION EXPIRES JUNE 4, 2017**



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 04-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL WATER AND SEWER ENGINEERING SERVICES**

**WHEREAS**, the Borough of Riverdale has a need to acquire Professional Water and Sewer Engineering Services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the term of this contract is 1 year from January 1, 2016 to December 31, 2016; and,

**WHEREAS**, Anderson & Denzler Associates, Inc. (William Ryden, P.E.) has submitted a proposal indicating that they will provide the professional engineering services for the annual fee of \$164.40 per hour and various other rates as listed in the contract for projects requiring professional engineering services; and

**WHEREAS**, William Ryden, P.E.) has completed and submitted a Business Entity Disclosure Certification which certifies that neither he nor the firm of Anderson & Denzler Associates, Inc. has not made any reportable contributions to a candidate or candidate committee in the Borough of Riverdale in the previous one-year, and that this contract will prohibit him and the firm from making any reportable contributions through the term of the contract; and

**WHEREAS**, the governing body of the Borough of Riverdale pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Riverdale authorizes the Mayor to enter into a contract with William Ryden, P.E.as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**RECORD OF COUNCIL VOTE**

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



**BOROUGH OF RIVERDALE  
DETERMINATION OF VALUE FORM AND CERTIFICATION OF FUNDS  
PURSUANT TO NON-FAIR AND OPEN CONTRACT AWARDS**

Prior to the governing body formally considering a resolution awarding a non-fair and open contract, an appropriate official must certify in writing that the estimated amount of the contract to be awarded exceeds \$17,500. The appropriate official may be the purchasing agent, financial officer, chief administrative officer, or an appointed or elected official with knowledge of the contract.

The determination of the amount is based on the value of the full contract life, not the amount spent annually. Therefore a two-year contract for \$10,000 a year awarded through a non-fair and open process falls under this requirement. A single one year contract for \$10,000, however, does not. The determination should be kept on file and made part of the resolution awarding the contract.

Contract For: Borough Engineer – Water and Sewer  
Contract to be awarded to: William D. Ryden P.E. (ANDERSON & DENZLER ASSOCIATES, INC.)  
Contract Period: One Year  
January 1, 2016, through December 31, 2016

**CERTIFICATION**

I hereby certify that the estimated amounts of the contracts to be awarded exceed \$17,500.

I hereby further certify that funds to cover the expenditures for the above-reference contracts will be encumbered by purchase orders on an as-needed basis (as required pursuant to N.J.A.C. 5:30-5.4.).

By: \_\_\_\_\_  
Kenneth Sesholtz, Chief Financial Officer

Certified Date: \_\_\_\_\_

# ANDERSON & DENZLER ASSOCIATES, INC.

CONSULTING ENGINEERS  
519 RIDGEDALE AVENUE  
P.O. BOX 343  
EAST HANOVER, N.J. 07936

CARL E. DENZLER, PRES.  
WILLIAM D. RYDEN, P.E.  
LEON C. HALL, P.E.

TELEPHONE 973 887-2270  
FACSIMILE 973 887-7974  
mail@anderson-denzler.com

October 19, 2015

Ms. Linda Forbes, Deputy Clerk  
Borough of Riverdale  
91 Newark-Pompton Tpk.  
Riverdale, NJ 07457

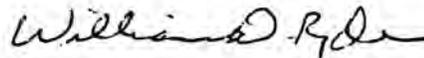
Re: 2016 Professional Services Agreement  
Borough of Riverdale

Dear Ms. Forbes:

Please find enclosed our proposed Professional Services Agreement for 2016, along with a copy of our per diem rate schedule.

We look forward to working with you and the Borough again next year.

Very truly yours,  
ANDERSON & DENZLER ASSOC., INC.



William D. Ryden, P.E.  
Vice President

WDR:mk/RIVCON  
Enclosure

# ANDERSON & DENZLER ASSOCIATES, INC.

CONSULTING ENGINEERS

January 1, 2016

## SCHEDULE OF FEES

### FOR PROFESSIONAL ENGINEERING SERVICES RENDERED UPON A PER DIEM BASIS

Principal Engineer	\$164.40 per hour
Professional Engineer	150.90 per hour
Engineer	106.70 per hour
Senior Designer	114.40 per hour
Land Surveyor	122.30 per hour
Design Draftsman	90.80 per hour
Inspector	86.60 per hour
Draftsman	65.60 per hour
2-Man Field Crew	172.20 per hour
3-Man Field Crew	202.90 per hour

---

Invoices will include travel time and supplementary expenses for all items directly connected with the project. Travel costs @ \$0.60 per mile.

All invoices are due and payable when rendered.

RIV(1/1/2016)

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, Made this                    day of                    , 2016 by and between:

THE BOROUGH OF RIVERDALE, a public body corporate and politic, in the County of Morris and State of New Jersey, (Hereinafter referred to as the "Borough")

and:

WILLIAM D. RYDEN, Vice President of the firm of Anderson & Denzler Associates, a New Jersey corporation with offices at 519 Ridgedale Avenue, East Hanover, 07936 (Hereinafter referred to as "Engineer")

WITNESSETH

---

The parties hereto, for and in consideration of the mutual promises, covenants and conditions herein contained, agree to and with each other, as follows:

A. SCOPE OF THE WORK:

Appointment to the position of Water and Sewer System Consultant effective January 1, 2016 until December 31, 2016 with duties as defined by Borough Ordinances and/or as assigned by the Borough Administrator, Planning Board or applicable Borough departments.

B. PAYMENT FOR ENGINEERING SERVICES:

Payment for all professional engineering services under this contract shall be in accordance with the per diem and hourly rate schedule attached hereto.

The sole exception to the above, shall be where the Borough and the Engineer elect to enter into a written agreement for a specific project, wherein payment shall be on a lump sum or other mutually agreed upon basis.

Payments for all services shall be on a monthly basis, subject to Borough review and approval.

C. TERMINATION:

This Agreement shall terminate on December 31, 2016 or may be terminated by either party by giving thirty (30) days written notice. Upon termination, all papers, documents, memoranda, reports, and other materials relating to the administration of his engineering duties shall be returned to the Borough.

D. SUCCESSORS AND ASSIGNS:

This Agreement and all of the covenants shall inure to the benefit of, and be binding upon the Borough and Engineer respectively, and their successors, assigns and legal representatives. Neither the Borough nor the Engineer shall have the right to assign, transfer or sublet their interests or obligations hereunder, without the written consent of the other.

E. POLITICAL CONTRIBUTION DISCLOSURE

This contract has been awarded to Anderson & Denzler Associates and William D. Ryden based on the merits and abilities of said firm and named professional to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that Anderson & Denzler Associates, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the Borough of Riverdale if a member of that political party is serving in an elective public office of the Borough of Riverdale when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the Borough of Riverdale when the contract is awarded.

F. BUSINESS ENTITY DISCLOSURE CERTIFICATION

This Agreement is subject to the requirements of the "Local Unit Pay to Play Law" (P.L. 2004, c.19, amended by P.L. 2005, c.51), and the "New Jersey Campaign Contributions and Expenditures Reporting Act" (N.J.A.C. 19:44A-1 et. seq.). Anderson & Denzler Associates, Inc. certified compliance with the aforementioned laws, as per the attached "Business Entity Disclosure Certification" form attached hereto.

G. CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Anderson & Denzler Associates, Inc. has received a Certificate of Employee Information Report from the State Treasurer, a copy of which is attached hereto.

H. ACCEPTANCE & SIGNATURES

BOROUGH OF RIVERDALE

ATTEST: \_\_\_\_\_ BY \_\_\_\_\_, Mayor

ENGINEER

ATTEST: Kary Kelly BY William D. Ryden  
William D. Ryden, P.E., Vice President  
Anderson & Denzler Assoc., Inc.

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF RIVERDALE**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that **Anderson & Denzler Associates, Inc.** has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Riverdale as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

No contributions to any organization or candidate has been made between 1/1/15 and the date of this contract.	

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

- Partnership       Corporation     Sole Proprietorship     Subchapter S Corporation     S Corporation  
 Limited Partnership     Limited Liability Corporation     Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Carl E. Denzler	3945 Dockers Drive, Ruskin, Florida 33570

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Anderson & Denzler Associates

Signed: Carl E. Denzler Title: President

Print Name: Carl E. Denzler Date: 10/19/2015

Subscribed and sworn before me this 19th day of October, 2015

My Commission expires 10/17/2016.

Donna J. DeZoo  
 Donna J. DeZoo

Carl E. Denzler  
 (Affiant)  
**Carl E. Denzler, President**  
 (Print name & title of affiant)  
 (Corporate Seal)



**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**County Name:** MORRIS  
**Borough:** Riverdale

**Legislative District 40:**

Senator: Kevin J. O'Toole  
Assemblyman: Scott T. Rumana  
Assemblyman: David C. Russo

**County Morris:**

Freeholder Director: Kathryn DeFillippo  
Freeholder: John Cesaro  
Freeholder: Douglas R. Cabana  
Freeholder: Thomas Mastrangelo  
Freeholder: Hank Lyon  
Freeholder-Elect: Christine Myers  
Freeholder-Elect: Deborah Smith

County Clerk: Ann Grossi  
Sheriff: Edward Rochford  
Surrogate: John Pecoraro

**Municipalities:** Borough of Riverdale

Mayor: Paul M. Carelli

Councilman: Garrett Astarita  
Stephen Revis  
Bradley Clinton  
Vincent Pellegrini  
Dave Desai  
Matt Oswald



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 05-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR BOROUGH AUDITOR SERVICES FOR THE CALENDAR YEAR 2016**

**WHEREAS**, the Borough of Riverdale has a need to acquire Borough Auditor services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year from January 1, 2015 to December 31, 2015; and,

**WHEREAS**, Nisivoccia LLP has submitted a proposal December 29, 2015 indicating they will provide Borough Auditor services including but not limited to preparation of the Annual Audit, and preparation of the state budget forms for an annual fee of \$27,000.00; and,

**WHEREAS**, Nisivoccia LLP has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a candidate or candidate committee in the Borough of Riverdale in the previous one-year, and that this contract will prohibit them from making any reportable contributions through the term of the contract; and

**WHEREAS**, the governing body of the Borough of Riverdale pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Riverdale authorizes the Mayor to enter into a contract with Nisivoccia LLP as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

**RECORD OF COUNCIL VOTE**

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



**BOROUGH OF RIVERDALE  
DETERMINATION OF VALUE FORM AND CERTIFICATION OF FUNDS  
PURSUANT TO NON-FAIR AND OPEN CONTRACT AWARDS**

Prior to the governing body formally considering a resolution awarding a non-fair and open contract, an appropriate official must certify in writing that the estimated amount of the contract to be awarded exceeds \$17,500. The appropriate official may be the purchasing agent, financial officer, chief administrative officer, or an appointed or elected official with knowledge of the contract.

The determination of the amount is based on the value of the full contract life, not the amount spent annually. Therefore a two-year contract for \$10,000 a year awarded through a non-fair and open process falls under this requirement. A single one year contract for \$10,000, however, does not. The determination should be kept on file and made part of the resolution awarding the contract.

Contract For: Borough Auditor  
Contract to be awarded to: Heidi Wohlleb (NISIVOCCIA LLP)  
Contract Period: One Year  
January 1, 2016, through December 31, 2016

**CERTIFICATION**

I hereby certify that the estimated amounts of the contracts to be awarded exceed \$17,500.

I hereby further certify that funds to cover the expenditures for the above-reference contracts will be encumbered by purchase orders on an as-needed basis (as required pursuant to N.J.A.C. 5:30-5.4.).

By: \_\_\_\_\_  
Kenneth Sesholtz, Chief Financial Officer

Certified Date: \_\_\_\_\_

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF RIVERDALE**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the Nisivoccia, LLP has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2016 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Borough of Riverdale** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

The candidate committee, joint candidate committee or political party committee as defined pursuant to N.J.S.A. 44A:A-3(p), (q) and (r) representing any current elected offices in the <b>Borough of Riverdale</b>	

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

- Partnership     
  Corporation     
  Sole Proprietorship     
  Subchapter S Corporation  
 Limited Partnership   
 Limited Liability Corporation     
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Raymond G. Sarinelli	107 Church St. Rockaway, NJ 07866
David H. Evans	18 Knob Hill Rd. Hackettstown, NJ 07840
Timothy J. Mehaffey	10 Indian Trail Rd. Randolph, NJ 07869
Francis J. Jones Jr	229 Flocktown Rd. Long Valley, NJ 07853
William F. Schroeder	34 Partridge Dr. Blairstown, NJ 07825
Kathryn L. Mantell	63 Combs Hollow Rd. Mendham, NJ 07945
Thomas R. Dartnell	410 Mountain Lake Road, Great Meadows, NJ 07838
Douglas S. Collins	3 Mountain Terrace, Columbia, NJ 07832

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: Nisivoccia, LLP  
 Signature of Affiant: *Heidi A. Wohlleb* Title: Partner  
 Printed Name of Affiant: Heidi A. Wohlleb Date: December 11, 2015

Subscribed and sworn before me this 11<sup>th</sup> day of December 2015.

My Commission expires:

**JO ANN DIVITE**  
**NOTARY PUBLIC OF NEW JERSEY**  
 MY COMMISSION EXPIRES ON SEPTEMBER 5, 2019

*JoAnn Divite*  
 (Witnessed or attested by)

(Seal)

# C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

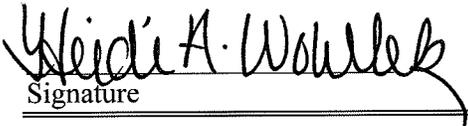
Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

**Part I - Vendor Information**

Vendor Name:	Nisivoccia LLP		
Address:	200 Valley Road, Suite 300		
City:	Mt. Arlington	State: NJ	Zip: 07856

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

  
Signature

Heidi A. Wohlleb  
Printed Name

Partner  
Title

**Part II - Contribution Disclosure**

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$
No reportable contributions were made.			

Check here if the information is continued on subsequent page(s)

**List of Agencies with Elected Officials Required for Political Contribution Disclosure  
N.J.S.A. 19:44A-20.26**

**County Name: Morris**

State: Governor, and Legislative Leadership Committees

Legislative District #s: 16, 21, 24, 25 & 26

State Senator and two members of the General Assembly per district.

County:

Freeholders

County Clerk

Sheriff

Surrogate

Municipalities (Mayor and members of governing body, regardless of title):

Boonton Town	Jefferson Township	Mount Olive Township
Boonton Township	Kinnelon Borough	Mountain Lakes Borough
Butler Borough	Lincoln Park Borough	Netcong Borough
Chatham Borough	Long Hill Township	Parsippany-Troy Hills Township
Chatham Township	Madison Borough	Pequannock Township
Chester Borough	Mendham Borough	Randolph Township
Chester Township	Mendham Township	Riverdale Borough
Denville Township	Mine Hill Township	Rockaway Borough
Dover Town	Montville Township	Rockaway Township
East Hanover Township	Morris Plains Borough	Roxbury Township
Florham Park Borough	Morris Township	Victory Gardens Borough
Hanover Township	Morristown Town	Washington Township
Harding Township	Mount Arlington Borough	Wharton Borough

Boards of Education (Members of the Board):

Boonton Town	Lincoln Park Borough	Netcong Borough
Boonton Township	Long Hill Township	Parsippany-Troy Hills Township
Butler Borough	Madison Borough	Pequannock Township
Chester Township	Mendham Borough	Randolph Township
Denville Township	Mendham Township	Riverdale Borough
Dover Town	Mine Hill Township	Rockaway Borough
East Hanover Township	Montville Township	Rockaway Township
Florham Park Borough	Morris	Roxbury Township
Hanover Park Regional	Morris Hills Regional	Sch Dist Of The Chathams
Hanover Township	Morris Plains Borough	Victory Gardens
Harding Township	Mount Arlington Borough	Washington Township
Jefferson Township	Mount Olive Township	West Morris Regional
Kinnelon Borough	Mountain Lakes Borough	Wharton Borough

(continued on next page)

Fire Districts (Board of Fire Commissioners):

Hanover Township Fire District No. 2  
Hanover Township Fire District No. 3  
Montville Township Fire District No. 1  
Montville Township Fire District No. 2  
Montville Township Fire District No. 3  
Parsippany-Troy Hills Township Fire District No 1  
Parsippany-Troy Hills Township Fire District No 2

Parsippany-Troy Hills Township Fire District No 3  
Parsippany-Troy Hills Township Fire District No 4  
Parsippany-Troy Hills Township Fire District No 5  
Parsippany-Troy Hills Township Fire District No 6  
Parsippany-Troy Hills Township Fire District No. 7  
Parsippany-Troy Hills Township Fire District No. 8

# STOCKHOLDER DISCLOSURE CERTIFICATION

## Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

## Check the box that represents the type of business organization:

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

### Stockholders:

Name: Douglas S. Collins	Name: Francis J. Jones Jr.
Home Address: 3 Mountain Terrace, Columbia, NJ 07832	Home Address: 229 Flocktown Rd. Long Valley, NJ 07853
Name: Raymond G. Sarinelli	Name: William F. Schroeder
Home Address: 107 Church St. Rockaway, NJ 07866	Home Address: 34 Partridge Dr. Blairstown, NJ 07825
Name: David H. Evans	Name: Kathryn L. Mantell
Home Address: 18 Knob Hill Rd. Hackettstown, NJ 07840	Home Address: 63 Combs Hollow Rd. Mendham, NJ 07945
Name: Timothy J. Mehaffey	Name: Thomas R. Dartnell
Home Address: 10 Indian Trail Rd. Randolph, NJ 07869	Home Address: 410 Mountain Lake Road, Great Meadows, NJ 07838

Subscribed and sworn before me this 11 day of December, 2015

(Notary Public)

My Commission expires:

*Jo Ann Divate*

**JO ANN DIVITE**  
**NOTARY PUBLIC OF NEW JERSEY**  
MY COMMISSION EXPIRES ON SEPTEMBER 5, 2016

*Heidi A. Wohlleb*  
(Affiant)

**Heidi A. Wohlleb, Partner**  
(Print name & title of affiant)

(Corporate Seal)



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 06-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR BOROUGH BOND COUNSEL SERVICES FOR THE CALENDAR YEAR 2016**

**WHEREAS**, there exists a need for specialized legal services in connection with the authorization and the issuance of bonds or notes of the Borough of Riverdale, in the County of Morris, State of New Jersey, including the review of such procedures and the rendering of approving legal opinions acceptable to the financial community; and

**WHEREAS**, the value of the contract will not exceed \$17,500; and,

**WHEREAS**, the term of this contract is 1 year from January 1, 2016 to December 31, 2016; and,

**WHEREAS**, McManimon & Scotland, LLC has submitted a proposal December 28, 2015 indicating they will provide Borough Bond Counsel services; and,

**WHEREAS**, McManimon & Scotland, LLC. has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a candidate or candidate committee in the Borough of Riverdale in the previous one-year, and that this contract will prohibit them from making any reportable contributions through the term of the contract; and

**WHEREAS**, the governing body of the Borough of Riverdale pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Riverdale authorizes the Mayor to enter into a contract with McManimon & Scotland, LLC as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification be placed on file with this resolution.

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.

## A G R E E M E N T

THIS AGREEMENT ("Agreement"), made as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between the BOROUGH OF RIVERDALE, in the County of Morris, a body politic of the State of New Jersey, herein designated as the "Client" and McMANIMON, SCOTLAND & BAUMANN, LLC, Attorneys at Law with offices at 75 Livingston Avenue, Roseland, New Jersey, 07068 hereinafter designated as "Counsel":

### WITNESSETH:

The Client desires to engage the services of Counsel for one or more of the services described herein which may consist of (i) services related to public finance and (ii) services related to redevelopment, environmental, litigation or other non-public finance services. To the extent that the Client requests such services of Counsel for any of such services, they shall be billed as follows:

#### **I. Public Finance**

1. Counsel, in consideration of the making and the signing of this Agreement, agrees to render the following services:

A. Counsel will prepare or review all bond ordinances adopted or to be adopted by the governing body.

B. Counsel will assemble a certified record of proceedings to evidence the proper adoption of each bond ordinance in accordance with the provisions of the Local Bond Law and other applicable New Jersey statutes.

C. When the Client determines to issue bonds or notes, Counsel will prepare the necessary resolutions or other operative documents to set up the bond or note sale and will submit them to the Client's general counsel for review. Counsel will seek the advice of the Client's financial advisor and/or auditor in connection with the appropriate maturity schedule for the bonds or notes to be sold and will review legal issues relating to the structure of the bond or note issue. Counsel will assist the Client in seeking from other governmental authorities such approvals, permissions and exemptions as Counsel determines are necessary or appropriate in connection with the authorization, issuance and delivery of bonds or notes. Counsel will review those sections of the official statement, private placement memorandum or other form of offering or disclosure document to be disseminated in connection with the sale of the bonds or notes and will arrange for the printing and the distribution of such offering or disclosure document. Counsel will prepare and review the notice of sale pertaining to the competitive sale of the bonds or notes and will arrange for the printing of such notice of sale in The Bond Buyer, as applicable, and will answer inquiries made by the investment community concerning the bond or note sale. Counsel will assist the Client in presenting information to bond rating organizations and providers of credit enhancement relating to legal issues affecting the issuance of bonds or notes. Counsel will render legal advice as necessary

concerning the submission of bids for the bonds or notes in accordance with the notice of sale and the requirements of law. After the bond or note sale, Counsel will prepare the bonds or notes for execution, will prepare and see to the execution of the necessary closing certificates, including the continuing disclosure undertaking of the Client, and will establish the time and the place for the delivery of the bonds or notes to the successful bidder. Counsel will coordinate the closing, at which time the bonds or notes will be delivered, payment will be made for the bonds or notes, and Counsel will issue a final approving legal opinion with respect to the validity and binding effect of the bonds or notes, the source of payment and security for the bonds or notes and the excludability of interest on the bonds or notes from gross income for federal and New Jersey income tax purposes, if applicable.

D. Counsel will provide basic advice in regard to the effect of the federal arbitrage regulations on the issuance of bonds or notes and the investment of the proceeds thereof.

E. Counsel will provide such other services as may be requested from time to time by the Client including any referendum, validation proceedings or other action relating to the Client or the authorization and issuance of a financing instrument by the Client.

2. The Client will make payment to Counsel for services rendered in accordance with the following schedule:

A. For services rendered in connection with each bond sale, a fee of \$3,500, plus \$1.00 per thousand dollars of bonds issued for the first \$15,000,000 of bonds issued and \$.75 per thousand dollars of bonds issued in excess of \$15,000,000. If there is more than 1 series of bonds issued, there will be an additional charge of \$1,000 for each such additional series.

B. For services rendered in connection with (i) the preparation or review of each bond ordinance and (ii) the compiling and review of a certified record of proceedings in connection therewith, an aggregate fee of \$600.

C. For services rendered in connection with each note sale, a fee equal to the greater of (i) \$.50 per thousand dollars of notes issued up to \$15,000,000 of notes issued and \$.40 per \$1,000 of notes in excess of \$15,000,000 or (ii) \$1,000. If more than one series of notes are issued, there will be an additional charge of \$500 for each such additional series.

D. For services rendered in connection with arbitrage compliance and related tax analysis, a fee of \$500.

E. In the event that a letter of credit, bond insurance, or similar credit enhancement facility is used in connection with either a bond or note issue, an additional fee of \$1,000 will be charged.

F. In the event of a refunding bond issue consistent with the provisions of the Internal Revenue Code to provide for the payment of a prior issue of bonds, there will be an additional fee of \$5,000 for each refunded issue.

G. Services rendered on an hourly basis, including preparation of an application to and an appearance before the Local Finance Board, attendance at meetings, litigation, continuing disclosure undertakings and preliminary and final official statement or other offering or disclosure document work, will be billed at the blended hourly rate of \$215 per hour for attorneys and \$135 per hour for legal assistants. Counsel shall not charge the Client for administrative work and services performed by secretarial staff.

H. Counsel's fee is usually paid at the closing of the bonds or notes, and Counsel customarily does not submit any statement until the closing unless there is a substantial delay in completing the financing. In the event that legal services described herein are provided in connection with a bond or note sale and the bond or note sale is not consummated or is completed without the delivery of Counsel's bond opinion as bond counsel, or this Agreement is terminated prior to the sale of bonds or notes, the fee for services to be charged shall be based on the hourly rates as set forth in paragraph I(2)(G).

I. Reasonable and customary out of pocket expenses and other charges, including but not limited to, photocopying, express delivery charges, travel expenses, telecommunications, telecopy, filing fees, computer-assisted research, book binding, messenger service or other costs advanced on behalf of the Client, shall be added to the fees referred to in this Agreement and shall be itemized in each invoice presented to the Client.

## **II. Redevelopment, Environmental, Litigation and Non-Public Finance Services**

1. To the extent that the Client desires to engage Counsel for general legal services in connection with (i) redevelopment projects, (ii) environmental issues including the giving of advice or preparation of work product at the direction of the Client related to or concerning the identification, investigation, remediation or preparing of grant applications to assist the Client in responding to potential or actual environmental conditions, (iii) litigation, including representation in any and all action authorized by the Client and relating to a threatened, pending or actual legal proceeding or any condemnation or alternate dispute resolution matters or (iv) any other legal services, such services shall be billed as follows:

2. The Client will make payment to Counsel for such general legal services at the blended hourly rates set forth in paragraph I(2)(G). Services rendered to the Client the cost of which is reimbursed by a developer through a developer-funded escrow account pursuant to an escrow agreement between the developer and the Client shall be billed at the blended hourly rate of \$325 for attorneys and \$180 for legal assistants. In addition to the hourly time charges described above, Counsel will be reimbursed for out-of-pocket expenses as set forth in paragraph I(2)(I).

3. Services rendered in connection with the issuance of bonds or refunding bonds pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq., the Redevelopment Area Bond Financing Law, N.J.S.A. 40A:12A-64 et seq., the New Jersey Economic Stimulus Act of 2009, or other applicable law, will be billed (i) if issued in the manner set forth in the Local Bond Law, in accordance with the fee schedule set forth in paragraph I(2) or (ii) in accordance with an agreed upon fee at the time of issuance if issued pursuant to a trust indenture or general bond resolution.

### **III. General Provisions**

1. Upon execution of this Agreement, the Client will be Counsel's client and an attorney-client relationship will exist between Client and Counsel. Counsel assumes that all other parties will retain such counsel, as they deem necessary and appropriate to represent their interests in the transactions contemplated hereby. Counsel's services are limited to those contracted for in this Agreement; the Client's execution of this Agreement will constitute an acknowledgment of those limitations. Counsel's representation of the Client will not affect, however, our responsibility to render an objective bond opinion. Counsel's representation of the Client and the attorney-client relationship created by this Agreement will be concluded upon termination of this Agreement.

2. At the request of the Client, papers and property furnished by the Client will be returned promptly upon receipt of payment for outstanding fees and Client charges. Counsel's own files, including lawyer work product, pertaining to the transactions contemplated hereby will be retained by Counsel. For various reasons, including the minimization of unnecessary storage expenses, Counsel reserves the right to dispose of any documents or other materials retained by Counsel after the termination of this Agreement.

3. Counsel and the Client hereby incorporate into this contract the mandatory language of N.J.A.C. 17:27-3.4(a) and the mandatory language of N.J.A.C. 17:27-3.6(a) promulgated pursuant to N.J.S.A. 10:5-31 to 38 (P.L. 1975, c. 127, as amended and supplemented from time to time), and Counsel agrees to comply fully with the terms, the provisions and the conditions of N.J.A.C. 17:27-3.4(a) and N.J.A.C. 17:27-3.6(a), provided that N.J.A.C. 17:27-3.4(a) shall be applied.

4. Counsel and the Client hereby incorporate into this contract the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 USC §121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated thereunder.

5. The primary contact attorney for services performed pursuant to this Agreement shall be Matthew D. Jessup.

6. Counsel hereby represents that it has filed with the Client proof of professional liability insurance with coverage amounts acceptable to the Client.

7. This Agreement shall be in full force and effect until such time as either party gives written notice to the other of termination.

IN WITNESS WHEREOF, the BOROUGH OF RIVERDALE, has caused this Agreement to be duly executed by its proper officers and has caused its corporate seal to be hereto affixed, and Counsel has caused this agreement to be duly executed by the proper party as of the day and year first above written.

BOROUGH OF RIVERDALE

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
Clerk

McMANIMON, SCOTLAND & BAUMANN, LLC

By: Matthew

**POLITICAL CONTRIBUTION DISCLOSURE**

This contract has been awarded to McManimon, Scotland & Baumann, LLC based on the merits and abilities of McManimon, Scotland & Baumann, LLC to provide the goods or services as described herein. This contract was not awarded through a "fair and open process" pursuant to N.J.S.A. 19:44A-20.4 et seq. As such, the undersigned does hereby attest that the principals of McManimon, Scotland & Baumann, LLC controlling in excess of 10% of the company have neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the municipality if a member of that political party is serving in an elective public office of that municipality when the contract is awarded, or to any candidate committee of any person serving in an elective public office of that municipality when the contract is awarded.

IN WITNESS WHEREOF, the BOROUGH OF RIVERDALE, has caused this Agreement to be duly executed by its proper officers and has caused its corporate seal to be hereto affixed, and Counsel has caused this agreement to be duly executed by the proper party as of the day and year first above written.

BOROUGH OF RIVERDALE

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_

McMANIMON, SCOTLAND & BAUMANN, LLC

By: Matthew \_\_\_\_\_

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF RIVERDALE**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the firm of McManimon, Scotland & Baumann, LLC has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding January 1, 2016 to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Riverdale as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

No contributions have been made.	

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

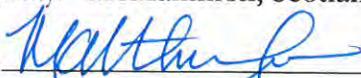
- Partnership     
  Corporation     
  Sole Proprietorship     
  Subchapter S Corporation  
 Limited Partnership     
 Limited Liability Company     
 Limited Liability Partnership

Name of Stock or Shareholder	Home Address
Glenn F. Scotland	95 Central Avenue, Montclair, NJ 07042
Joseph P. Baumann, Jr.	123 Central Avenue, Madison, NJ 07940

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

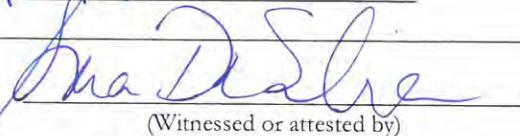
Name of Business Entity: **McManimon, Scotland & Baumann, LLC**

Signature of Affiant:  Title: Member  
 Printed Name of Affiant: Matthew D. Jessup Date: 12/29/15

Subscribed and sworn before me this 29 day of December, 2015.

My Commission expires:

**SONIA DASILVA**  
 A Notary Public of New Jersey  
 My Commission Expires February 1, 2017

  
 (Witnessed or attested by)

(Seal)



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 07-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PUBLIC DEFENDER SERVICES FOR THE CALENDAR YEAR 2016**

**WHEREAS**, the Borough of Riverdale has a need to acquire Public Defender services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the value of the contract will not exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year from January 1, 2016 to December 31, 2016; and,

**WHEREAS**, Thomas Portelli has completed and submitted a Business Entity Disclosure Certification which certifies that neither he has not made any reportable contributions to a candidate or candidate committee in the Borough of Riverdale in the previous one-year, and that this contract will prohibit him from making any reportable contributions through the term of the contract; and

**WHEREAS**, the governing body of the Borough of Riverdale pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Riverdale authorizes the Mayor to enter into a contract with Thomas Portelli as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification be placed on file with this resolution.

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita					Pellegrini				
Revis					Desai				
Clinton					Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 08-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR BOROUGH SPECIAL LEGAL SERVICES FOR THE CALENDAR YEAR 2016**

**WHEREAS**, the Borough of Riverdale has a need to acquire Borough Special Legal services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and,

**WHEREAS**, the value of the contract will not exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is 1 year from January 1, 2016 to December 31, 2016; and,

**WHEREAS**, Richard Clemack has submitted a proposal indicating he will provide Special Legal services for an hourly fee of \$168.00; and

**WHEREAS**, Richard Clemack has completed and submitted a Business Entity Disclosure Certification which certifies that neither he has not made any reportable contributions to a candidate or candidate committee in the Borough of Riverdale in the previous one-year, and that this contract will prohibit him from making any reportable contributions through the term of the contract; and

**WHEREAS**, the governing body of the Borough of Riverdale pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer.

**NOW THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Riverdale authorizes the Mayor to enter into a contract with Richard Clemack as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification be placed on file with this resolution.

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.

RETAINER AGREEMENT

Agreement made this            day of JANUARY, 2016, between: the BOROUGH of RIVERDALE, a Municipal Corporation of the State of New Jersey, with offices at: 91 Newark-Pompton Turnpike, Riverdale, New Jersey; and RICHARD J. CLEMACK, an Attorney-at-Law of New Jersey, with offices at: 124 Main Street, P. O. Box 136, Bloomingdale, New Jersey.

1. The BOROUGH OF RIVERDALE does hereby retain and designate RICHARD J. CLEMACK, as Special Real Property Tax Appeal Counsel for the year 2016.

2. The rate of compensation shall be as follows:  
ONE HUNDRED SIXTY-EIGHT - (\$168.00) - DOLLARS per hour plus reimbursement for out-of-pocket expenses.

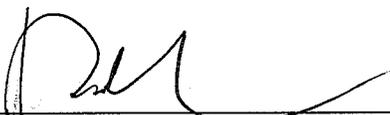
3. Attached hereto and made a part hereof are the following:
- a. Business Entity Disclosure Certification;
  - b. Chapter 271 Political Contribution Disclosure Form;
  - c. Stockholder Disclosure Certification;
  - d. Affirmative Action Statement;
  - e. Certificate of Employee Information Report; and
  - f. Copy of Business Registration Certificate

BOROUGH OF RIVERDALE

By: \_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Municipal Clerk

  
\_\_\_\_\_  
RICHARD J. CLEMACK

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**BOROUGH OF RIVERDALE**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Richard J. Clemack has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract, to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Borough of Riverdale as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Mayor Paul M. Carelli	Councilman Dave Desai
Councilman Garrett Astarita	Councilman Steven Revis
Councilman Bradley Clinton	Councilman Matt Oswald
Councilman Vincent Pellegrini	

**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned. *N/A*

**Check the box that represents the type of business entity:**

- Partnership       Corporation       Sole Proprietorship       Subchapter S Corporation  
 Limited Partnership       Limited Liability Corporation       Limited Liability Partnership

Name of Stock or Shareholder	Home Address

**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity:

Signed: [Signature] Title: Attorney  
 Print Name: Richard J. Clemack Date: 12-29-15

Subscribed and sworn before me this 29 day of Dec, 2015

My Commission expires:

Agnes Faye Crammond  
 (Affiant)  
**AGNES FAYE CRAMMOND**  
 A Notary Public of New Jersey  
 (Print name & title of affiant) (Seal)  
 My Commission Expires October 29, 2017

AFFIRANT: Richard J. Clemack  
[Signature]



**List of Agencies with Elected Officials Required for Political Contribution Disclosure**  
**N.J.S.A. 19:44A-20.26**

**County Name:** MORRIS  
**Borough:** Riverdale

**Legislative District 40:**

Senator: Kevin J. O'Toole  
Assemblyman: Scott T. Rumana  
Assemblyman: David C. Russo

**County Morris:**

Freeholder Director: Kathryn DeFillippo  
Freeholder: John Cesaro  
Freeholder: Douglas R. Cabana  
Freeholder: Thomas Mastrangelo  
Freeholder: Hank Lyon  
Freeholder-Elect: Christine Myers  
Freeholder-Elect: Deborah Smith

County Clerk: Ann Grossi  
Sheriff: Edward Rochford  
Surrogate: John Pecoraro

**Municipalities:** Borough of Riverdale

Mayor: Paul M. Carelli

Councilman: Garrett Astarita  
Stephen Revis  
Bradley Clinton  
Vincent Pellegrini  
Dave Desai  
Matt Oswald

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

**Name of Business** \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

If a corporation owns all or part of the stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that owning corporation. If no one owns 10% or more stock, attest to that.

**Check the box that represents the type of business organization:**

Partnership

Corporation

Sole Proprietorship

Limited Partnership

Limited Liability Corporation

Limited Liability Partnership

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of

\_\_\_\_\_, 20\_\_

(Notary Public) *Agnes Faye Crammond*

My Commission expires:

*[Signature]*

(Affiant)

*Richard J. Crammond*

(Print name & title of affiant)

(Corporate Seal)

**AGNES FAYE CRAMMOND**  
**A Notary Public of New Jersey**  
**My Commission Expires October 29, 2017**



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 09-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING A CHANGE IN THE MAYORS COMPENSATION  
FROM AN ANNUAL SALARY OF \$57,275 TO AN ANNUAL STIPEND OF \$12,000**

**WHEREAS,** in 2015, the Mayor of the Borough of Riverdale received an annual salary of \$57,275; and

**WHEREAS,** it is the desire of the Borough Council to reduce the compensation from to an annual salary to an annual stipend of \$12,000.

**NOW THEREFORE BE IT RESOLVED** by the Borough Council of the Borough of Riverdale, in the County of Morris and State of New Jersey that they hereby authorize a change in the Mayor's compensation from an annual salary of \$57,275 to an annual stipend of \$12,000 effective January 1, 2016

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Council President

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 10-2016

Date of Adoption: January 1, 2016

**TITLE:**

**AUTHORIZING ANNUAL SCHEDULE OF COUNCIL WORK SESSIONS  
AND REGULAR MEETINGS FOR 2016**

**BE IT RESOLVED**, that the Mayor and Council of the Borough of Riverdale, in the County of Morris, State of New Jersey, shall meet on the **SECOND & FOURTH WEDNESDAY** of each month at 7:30 P.M. in the Municipal Building during the year 2016.

**BE IT FURTHER RESOLVED**, that the **WORK SESSIONS** of the Mayor and Council shall be held on the **SECOND WEDNESDAY** of each month at 7:30 p.m. at which formal action may be taken as deemed necessary and **REGULAR MEETINGS** of the Mayor and Council shall be held on the **FOURTH WEDNESDAY** of each month at 7:30 p.m. at which formal action will be taken These meetings shall be held in the Municipal Building for the year 2016.

<u>WORK SESSION</u>		<u>REGULAR MEETING</u>	
January 13	Wednesday	January 27	Wednesday
February 10	Wednesday	February 24	Wednesday
March 9	Wednesday	March 23	Wednesday
April 13	Wednesday	April 27	Wednesday
May 11	Wednesday	May 25	Wednesday
June 8	Wednesday	June 22	Wednesday
July 13	Wednesday	July 27	Wednesday
August 10	Wednesday	August 24	Wednesday
September 14	Wednesday	September 28	Wednesday
October 12	Wednesday	October 26	Wednesday
November 9	Wednesday	November 23	Wednesday
December 14	Wednesday	December 28	Wednesday

**RECORD OF COUNCIL VOTE**

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN    Yes    No    Absent    Abstain    COUNCILMAN    Yes    No    Absent    Abstain

Astarita					Pellegrini				
Revis					Desai				
Clinton					Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 11-2016

Date of Adoption: January 1, 2016

**TITLE:**

## **RESOLUTION AUTHORIZING OFFICIAL BOROUGH HOLIDAYS FOR 2016**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Riverdale, County of Morris, New Jersey, that the following Official Holiday's be approved for the year 2016.

NEW YEARS DAY	January 1, 2016
PRESIDENTS DAY	February 15, 2016
GOOD FRIDAY	March 25, 2016
MEMORIAL DAY	May 30, 2016
INDEPENDENCE DAY	July 4, 2016
LABOR DAY	September 5, 2016
COLUMBUS DAY	October 10, 2016
VETERAN'S DAY	November 11, 2016
THANKSGIVING DAY	November 24, 2016
DAY AFTER THANKSGIVING	November 25, 2016
CHRISTMAS DAY	December 26, 2016

**BE IT FURTHER RESOLVED**, the holidays falling on Saturday are observed on Friday and holidays falling on Sunday be observed on Monday.

\*Each employee is allotted 3 personal days when approved by department head.

### **RECORD OF COUNCIL VOTE**

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 12-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING OFFICIAL BOROUGH NEWSPAPER FOR 2016**

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**BE IT RESOLVED**, by the Mayor and Council of the Borough of Riverdale, in the County of Morris, State of New Jersey, that the OFFICIAL NEWSPAPER for the Borough of Riverdale shall be the Morris Daily Record for the year 2016.

**BE IT FURTHER RESOLVED**, that the Suburban Trends shall be the alternate paper for the year 2016.

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**RECORD OF COUNCIL VOTE**

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Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN    Yes    No    Absent    Abstain    COUNCILMAN    Yes    No    Absent    Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 13-2016

Date of Adoption: January 1, 2016

**TITLE:**

**DESIGNATING THE OFFICIAL DEPOSITORIES OF THE BOROUGH FOR THE YEAR 2016**

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**BE IT RESOLVED**, by the Mayor and Council of the Borough of Riverdale, that **THE BANK OF AMERICA, WELLS FARGO BANK** and **LAKELAND BANK** shall be the depositories for the following Funds and Accounts of the Borough, to take place effective January 1, 2016.

1. Current Fund
2. Animal Control Fund
3. Other Trust Funds (All Accounts)
4. Escrow account (Reserve for Special Funds)
5. General Capital Fund
6. Water/Sewer Utility Operating Fund
7. Water/Sewer Utility Capital Fund
8. Water/Sewer Utility Assessment Fund
9. Public Assistance Fund
10. Payroll Accounts
11. General Checking Account

**BE IT FURTHER RESOLVED** that any other said institution be designated as a depository for Certificate of Deposits as determined by the Chief Financial Officer in order to obtain the most favorable interest rates.

**BE IT FURTHER RESOLVED** that the Custodian of the aforementioned Funds and Accounts shall be the Chief Financial Officer of the Borough of Riverdale with the exception of the **PAYROLL ACCOUNTS**. All disbursements shall be made by **CHECKS** signed by the **MAYOR**, or in his absence, the **ACTING MAYOR** and the **BOROUGH CLERK**, or in his/her absence, the **DEPUTY CLERK** or the **CHIEF FINANCIAL OFFICER**. Payroll checks shall be signed by the **BOROUGH CLERK**, or in his/her absence, the **DEPUTY CLERK**.

**OFFICIAL SIGNATURES**

\_\_\_\_\_  
**PAUL M. CARELLI - MAYOR**

\_\_\_\_\_  
**ABUBAKAR T. JALLOH - MUNICIPAL CLERK**

\_\_\_\_\_  
**KENNETH SESHOLTZ - CHIEF FINANCIAL OFFICER**

\_\_\_\_\_  
**LINDA FORBES, DEPUTY CLERK (in Municipal Clerks Absence)**

\_\_\_\_\_  
**ACTING MAYOR (in Mayors Absence)**



# BOROUGH OF RIVERDALE NEW JERSEY



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## RECORD OF COUNCIL VOTE

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Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 14-2016

Date of Adoption: January 1, 2016

**TITLE:**

**AUTHORIZING INTEREST FOR NON-PAYMENT OF TAXES OR ASSESSMENTS**

**WHEREAS**, taxes are payable in quarterly installments on FEBRUARY 1, MAY 1, AUGUST 1, and NOVEMBER 1 in each year and installments become delinquent if not paid on or before these dates.

**BE IT RESOLVED** by the Borough Council of the Borough of Riverdale, NJ pursuant to R.S. 54:4-67, as amended and supplemented, that the rate of interest to be charged for the non-payment of taxes or assessments on or after the date when they become delinquent shall be as follows:

1. No interest shall be charged if payment of any installment so due is made within ten (10) days of the date the same shall be payable; and
2. Upon expiration of the ten (10) day period as aforesaid, the rate of interest shall be eight (8) percent on the first \$1,500.00 of the delinquency and eighteen (18) percent thereafter on any amount in excess of \$1,500; and

**FURTHER, BE IT RESOLVED** that

3. This delinquency is to be calculated on a sum of all taxes from year to year and not to be calculated on an individual yearly basis.

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 15-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING WORK PERIODS FOR LAW ENFORCEMENT**

**WHEREAS**, the Congress of the United States amended the Federal Labor Standards Act to provide that certain over-time provisions are applicable to Law Enforcement Personnel, and

**WHEREAS**, the regulations of the United States Department of Labor, Wage & Hour Division, require an annual Public declaration of the Work Period of these employees, and

**WHEREAS**, this municipality has not heretofore provided a definition of WORK PERIOD for Law Enforcement Personnel prior to which mandatory requirements of the Federal Act shall not apply pursuant to the existing provisions of the aforementioned Fair Standards Act for the calendar year 2016 shall be 28 days.

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 16-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION ADOPTING THE CASH MANAGEMENT PLAN OF THE  
BOROUGH OF RIVERDALE, COUNTY OF MORRIS FOR 2016**

**WHEREAS**, Chapter 148 P.L. 1997 requires the Chief Financial Officer to prepare a Cash Management Plan; and

**WHEREAS**, this Plan should also be in compliance with N.J.S.A. 40A:5-1 et seq.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Riverdale, NJ that the attached Cash Management Plan shall serve as the Plan for the calendar year 2016 for the Borough of Riverdale.

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.

**RESOLUTION - 2016**  
**CASH MANAGEMENT PLAN**

**BOROUGH OF RIVERDALE**  
**COUNTY OF MORRIS**  
**NEW JERSEY**

**PURPOSE:**

It is in the best interest of the Borough of Riverdale to earn additional revenue through the investment and prudent management of its cash receipts. Public Law 1983, chapter 8, approved January 18, 1983, is an Act concerning the Local Fiscal Affairs Law and amends N.J.S.A. 40A:5-2 and N.J.S.A. 40A:5-14 and this law requires that each local unit shall adopt a cash management plan.

The following shall constitute the Cash Management Plan for the Borough of Riverdale which shall deposit and manage its funds pursuant to this Plan.

**DEFINITIONS:**

1. Chief Financial Officer shall mean the Chief Financial Officer of the Borough of Riverdale.
2. Fiscal Year shall mean the twelve month period ending December thirty-one.
3. Cash Management Plan shall mean that the plan as approved by resolution by the Governing Body of the Borough of Riverdale.

**DESIGNATION OF DEPOSITORIES:**

1. At least once each fiscal year at its organization meeting, the Governing Body shall by resolution, designate the depositories for the Borough in accordance with N.J.S.A. 40A:5-14.

**AUDIT REQUIREMENT:**

1. The Cash Management Plan shall be subject to the annual audit conducted pursuant to N.J.S.A. 40A:5-14.

### **AUTHORITY TO INVEST:**

1. The Governing Body, at its Organization meeting, shall pass a resolution designating the Borough's official(s) who shall make and be responsible for municipal deposits and investments.

### **INVESTMENT INSTRUMENT:**

1. The Chief Financial Officer shall invest at his or her discretion, in any investment instruments as approved by the State of New Jersey, Department of Community Affairs, Division of Local Government Services and in accordance with N.J.S.A. 40A:5-15.1.

### **RECORDS AND REPORTS:**

1. The Chief Financial Officer shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum, the Chief Financial Officer shall:
  - a. Keep a record of all investments.
  - b. Keep a cash position record which reveals, on a daily basis, the status of the Borough's cash in its bank accounts.
  - c. Report investments to the Governing Body at regularly scheduled meetings of the Governing Body.

### **CASH FLOW:**

1. The Chief Financial Officer shall ensure that the Borough's accounting system provides regular information concerning the Borough's cash position and investment performance.
2. All moneys shall be turned over to the Finance Office and deposited in accordance with N.J.S.A. 40A:5-15.
3. The Chief Financial Officer is authorized and directed to invest surplus funds of the Borough as the availability of the funds permit. In addition, it shall be the responsibility of the Chief Financial Officer to minimize the possibility of idle cash by depositing the Borough's moneys in interest bearing accounts wherever practical and in the best interest of the Borough of Riverdale.

**CERTIFICATION**

I, Abubakar Jalloh, Municipal Clerk of the Borough of Riverdale do hereby certify that the attached is a true copy of a Resolution duly adopted by the Mayor and Council of the Borough of Riverdale on January 1, 2016 at a regular meeting.

---

Abubakar Jalloh, R.M.C.  
Registered Municipal Clerk



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 17-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION AUTHORIZING ADOPTION OF TEMPORARY APPROPRIATIONS**

---

**WHEREAS**, 40A:4-19 provides that where any contract, commitment or payment are to be made prior to the final adoption of the 2016 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the effective date of this resolution is January 1, 2016, and

**WHEREAS**, the total appropriations in the 2015 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance are as follows:

Current	\$6,423,669.28
Water/Sewer Utility	\$1,919,360.00

**WHEREAS**, 26.25 percent of the total appropriations in the 2015 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance in said 2015 budget is as follows:

Current	\$1,686,213.18
Water/Sewer Utility	\$503,832.00

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Riverdale that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records.

**CURRENT FUND**

General Appropriations  
Operations - Within "CAPS"

Administrative and Executive:	
Salaries and Wages	\$20,000.00
Other Expenses	\$20,000.00
Mayor and Council:	
Salaries and Wages	\$25,000.00
Borough Clerk:	
Salaries and Wages	\$30,000.00
Financial Administration:	
Salaries and Wages	\$20,000.00
Assessment of Taxes:	
Salaries and Wages	\$1,500.00
Other Expenses	\$5,000.00
Collection of Taxes:	
Other Expenses	\$2,500.00
Legal Services:	
Contractual Expenses	\$10,000.00
Other Expenses	\$10,000.00
Municipal Prosecutor:	
Salaries and Wages	\$4,500.00
Professional and Engineering Services and Costs:	
Other Expenses	\$5,000.00
Insurance:	
General Liability	\$75,000.00
Workers Compensation	\$90,000.00
Employee Group Health	\$225,000.00



# BOROUGH OF RIVERDALE NEW JERSEY



Public Buildings and Grounds:	
Salaries and Wages	\$11,000.00
Other Expenses	\$8,000.00
Planning Board:	
Salaries and Wages	\$1,200.00
Other Expenses	\$5,000.00
Zoning Official:	
Salaries and Wages	\$5,000.00
Fire:	
Salaries and Wages	\$6,500.00
Other Expenses	\$10,000.00
Fire Inspector:	
Salaries and Wages	\$2,500.00
Other Expenses	\$500.00
Police:	
Salaries and Wages	\$515,000.00
Other Expenses	\$20,000.00
Emergency Management Services:	
Salaries and Wages	\$5,000.00
Other Expenses	\$1,000.00
Road Repairs and Maintenance:	
Salaries and Wages	\$100,000.00
Other Expenses	\$25,000.00
Shade Tree:	
Salaries and Wages	\$600.00
Other Expenses	\$500.00
Vehicle Maintenance:	
Salaries and Wages	\$10,000.00
Other Expenses	\$15,000.00
Board of Health:	
Salaries and Wages	\$1,000.00
Other Expenses	\$15,000.00
Registrar:	
Salaries and Wages	\$1,500.00
Senior Citizens' Program	
Other Expenses	\$1,000.00
Dial-A-Ride	\$8,000.00
Parks and Playgrounds:	
Salaries and Wages	\$2,500.00
Other Expenses	\$1,000.00
Celebration of Public Event, Anniversary or Holiday:	
Other Expense	\$1,000.00
Electricity	\$15,000.00
Street Lighting	\$6,000.00
Telephone and Telegraph	\$12,000.00
Natural Gas	\$12,000.00
Gasoline	\$25,000.00
Garbage Removal	\$75,000.00
Group Health Insurance Waivers:	
Salaries and Wages	\$5,000.00
Municipal Court:	
Salaries and Wages	\$30,000.00
Other Expenses	\$4,000.00
	<b><u>\$1,500,300.00</u></b>



# BOROUGH OF RIVERDALE NEW JERSEY



Deferred Charges and  
Statutory Expenditures –  
Municipal within "CAPS"

Statutory Expenditures:	
Social Security System	\$62,500.00
Defined Contribution Retirement System	<u>\$2,500.00</u>
	<b><u>\$65,000.00</u></b>
General Appropriations	
Operations - Excluded from "CAPS"	
Maintenance of Free Public Library	\$75,000.00
Recycling Tax	<u>\$1,500.00</u>
	<b><u>\$76,500.00</u></b>
Shared Service Agreements:	
Tax Assessor - Borough of Butler:	
Other Expenses	\$20,000.00
Tax Collector - Borough of Butler:	
Other Expenses	\$10,000.00
Building Inspector - Borough of Wanaque:	
Other Expenses	<u>\$10,000.00</u>
	<b><u>\$40,000.00</u></b>
	<b><u>\$1,681,800.00</u></b>
	=====

**WATER/SEWER UTILITY FUND**

Operating:	
Salaries and Wages	\$50,000.00
Other Expenses	<u>\$445,000.00</u>
	<b><u>\$495,000.00</u></b>
Statutory Expenditures:	
Social Security	<u>\$5,000.00</u>
	<b><u>\$500,000.00</u></b>
	=====

**RECORD OF COUNCIL VOTE**

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 18-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION APPOINTING FUND COMMISSIONERS FOR THE NEW JERSEY INTERGOVERNMENTAL INSURANCE FUND**

**WHEREAS**, the Borough of Riverdale is a member of the NJ Intergovernmental Insurance Fund; and

**WHEREAS**, it is required for the Borough of Riverdale to have representation on the Board of Commissioners for Fund year January 1, 2016 to December 31, 2016.

**NOW, THEREFORE, BE IT RESOLVED** on this 1st day of January, 2016 by the Borough Council of the Borough of Riverdale, County of Morris, State of New Jersey that:

1. Jimmy Homsy is hereby appointed as the Fund Commissioner representing the Borough of Riverdale on the NJ Intergovernmental Insurance Fund Board of Commissioners.
2. Linda Forbes is hereby appointed as Alternate Fund Commissioner representing the Borough of Riverdale on the NJ Intergovernmental Insurance Fund Board of Commissioners.

I do hereby certify that the foregoing is a true copy of a resolution passed by the Borough Council of the Borough of Riverdale at a meeting held on this 1st day of January, 2016.

A. J. Jalloh  
Borough Clerk

### RECORD OF COUNCIL VOTE

Motion - by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 19-2016

Date of Adoption: January 1, 2016

**TITLE:**

**RESOLUTION APPOINTING CLASS II SPECIAL LAW ENFORCEMENT OFFICERS FOR 2016**

**WHEREAS**, the Borough Council of the Borough of Riverdale has determined that it is in the best interests of the Borough to appoint Class II Special Law Enforcement Officers to the Riverdale Police Department; and

**WHEREAS**, the Chief of Police pursuant to N.J.S.A. 40A:14-146.10(e) has confirmed the eligibility and qualifications of such to the position of Class Two Special Law Enforcement Officers with the Riverdale Police Department; and

**WHEREAS**, these candidates possesses all qualifications for employment, as confirmed by the Chief of Police pursuant to N.J.S.A.40A:14-146.10 to the position of Class II Special Law Enforcement Officers.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Riverdale, that the following officers are hereby appointed as a Class II Special Law Enforcement Officers for a term not to exceed one (1) year pursuant to N.J.S.A.40A:14-146.14 with the Riverdale Police Department, effective immediately upon the adoption hereof;

Ron Thomas  
James Carifi  
David Hanf

**BE IT FURTHER RESOLVED** by the Borough Council of the Borough of Riverdale that pursuant to N.J.S.A.40A:14-146.16(c), the Borough Council does hereby designate the aforementioned as Special Law Enforcement Officers to whom the limitations on hours employed set forth in N.J.S.A.40A:14-146.16(a) shall not be applicable.

**BE IT FURTHER RESOLVED** that these appointments are made based on an hourly wage of \$15.00 per hour.

**RECORD OF COUNCIL VOTE**

Motion - by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita					Pellegrini				
Revis					Desai				
Clinton					Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 20-2016

Date of Adoption: January 1, 2016

**TITLE:**

**AUTHORIZING THE APPOINTMENT OF THE BOROUGH OF RIVERDALE  
SOCIAL MEDIA DIRECTOR FOR THE YEAR 2016**

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following person as the Borough of Riverdale Social Media Director for the terms set forth below. Mayor Carelli has requested the consent of the Council, that they do hereby authorize the appointment of the following Social Media Director for the year 2016.

Keith Hamilton

One-Year Term

Expires December 31, 2016

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN    Yes    No    Absent    Abstain    COUNCILMAN    Yes    No    Absent    Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 21-2016

Date of Adoption: January 1, 2016

**TITLE:**

**AUTHORIZING THE APPOINTMENT OF THE BOROUGH OF RIVERDALE  
PUBLIC AGENCY COMPLIANCE OFFICER FOR THE YEAR 2016**

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following person as the Borough of Riverdale Public Agency Compliance Officer for the terms set forth below. Mayor Carelli has requested the consent of the Council, that they do hereby authorize the appointment of the following Public Agency Compliance Officer for the year 2016.

Jimmy Homsi

One-Year Term

Expires December 31, 2016

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 22-2016

Date of Adoption: January 1, 2016

**TITLE:**

**AUTHORIZING THE APPOINTMENT OF THE BOROUGH OF RIVERDALE  
RECREATION COMMITTEE MEMBERS FOR THE YEAR 2016**

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following persons as the Borough of Riverdale Recreation Committee members for the terms set forth below. Mayor Carelli has requested the consent of the Council, that they do hereby authorize the appointment of the following Recreation Committee members for the year 2016.

Krista Osborne	One-Year Term	Expires December 31, 2016
Shannon McCarthy	One-Year Term	Expires December 31, 2016
Diane Pezzutti	One-Year Term	Expires December 31, 2016
Chris Scanelli	One-Year Term	Expires December 31, 2016

**RECORD OF COUNCIL VOTE**

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 23-2016

Date of Adoption: January 1, 2016

**TITLE:**

**AUTHORIZING THE APPOINTMENT OF BOARD OF HEALTH MEMBERS**

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following persons to the Board of Health for the terms set forth below. Mayor Carelli has requested the consent of the Council, that they do hereby authorize the appointment of the following Board of Health Members:

Councilman Steve Revis	Council Representative	Expires December 31, 2016
Nikki Leet	Member – 3 Year Term	Expires December 31, 2018
Stacey Dekake	Member – 3 Year Term	Expires December 31, 2018

### RECORD OF COUNCIL VOTE

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN    Yes    No    Absent    Abstain    COUNCILMAN    Yes    No    Absent    Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



## 2016 BOARD OF HEALTH ROSTER

Revised 1-1-2016

MEMBER	CURRENT OFFICE	APPOINTED	TERM	EXPIRES
Tom Batelli	Chairman	01/07/2015	3	12/31/2017
Tom Frodella	Member	01/07/2015	3	12/31/2017
Peter Eurskin	Member	01/06/2014	3	12/31/2016
John Revis (unexpired)	Member	10/06/2014	3	12/31/2016
Linda Roetman	Alternate	01/07/2015	2	12/31/2016
<b>Steve Revis</b>	<b>Council Liaison</b>	<b>01/01/2016</b>	<b>1</b>	<b>12/31/2016</b>
<b>Nikki Leet</b>	<b>New Appointment</b>	<b>01/01/2016</b>	<b>3</b>	<b>12/31/2018</b>
<b>Stacey Dekake</b>	<b>New Appointment</b>	<b>01/01/2016</b>	<b>3</b>	<b>12/31/2018</b>



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 24-2016

Date of Adoption: January 1, 2016

**TITLE:**

**AUTHORIZING THE APPOINTMENT OF THE BOROUGH OF RIVERDALE  
RECYCLING COORDINATOR FOR THE YEAR 2016**

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following person as the Borough of Riverdale Recycling Coordinator for the terms set forth below. Mayor Carelli has requested the consent of the Council, that they do hereby authorize the appointment of the following Recycling Coordinator for the year 2016.

Steve Schotanus

One-Year Term

Expires December 31, 2016

**RECORD OF COUNCIL VOTE**

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN    Yes    No    Absent    Abstain    COUNCILMAN    Yes    No    Absent    Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 25-2016

Date of Adoption: January 1, 2016

**TITLE:**

**AUTHORIZING THE APPOINTMENT OF THE CLASS III PLANNING BOARD MEMBER**

---

**BE IT RESOLVED** that the Borough Council of the Borough of Riverdale hereby appoints the following Councilman to the Riverdale Planning Board as a Class III member for the terms set forth below.

Councilman Vincent Pellegrini      Council Representative      Expires December 31, 2016

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**RECORD OF COUNCIL VOTE**

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Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

**COUNCILMAN**    Yes    No    Absent    Abstain    **COUNCILMAN**    Yes    No    Absent    Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 26-2016

Date of Adoption: January 1, 2016

**TITLE:**

**ELECTION OF COUNCIL PRESIDENT FOR THE YEAR 2016**

---

**BE IT RESOLVED** that Borough Council of the Borough of Riverdale hereby elects the following person as the Council President for the terms set forth below.

Council President Vincent Pellegrini      One-Year Term      Expires December 31, 2016

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**RECORD OF COUNCIL VOTE**

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Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN    Yes    No    Absent    Abstain    COUNCILMAN    Yes    No    Absent    Abstain

Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 27-2016

Date of Adoption: January 1, 2016

**TITLE:**

## **AUTHORIZING THE APPOINTMENT OF COUNCIL COMMITTEES FOR 2016**

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following Council Committees for the terms set forth below. Mayor Carelli has requested the consent of the Council, that they do hereby authorize the appointment of the following Council Committees for the year 2016.

<b>COMMITTEE NAME</b>	<b>COMMITTEE CHAIR</b>	<b>SECOND MEMBER</b>
FINANCE	Councilman Desai	Councilman Astarita
PUBLIC SAFETY	Councilman Revis	Councilman Oswald
PUBLIC WORKS	Councilman Pellegrini	Councilman Clinton
COMMUNICATIONS	Councilman Oswald	Councilman Revis
UTILITIES	Councilman Astarita	Councilman Pellegrini
PERSONNEL	Councilman Clinton	Councilman Desai

### **RECORD OF COUNCIL VOTE**

Motion – by Councilman: \_\_\_\_\_ Second - by Councilman: \_\_\_\_\_

COUNCILMAN Yes No Absent Abstain COUNCILMAN Yes No Absent Abstain

Astarita					Pellegrini				
Revis					Desai				
Clinton					Oswald				

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



**2016 COUNCIL COMMITTEES**



**MAYOR – Paul M. Carelli**

**BOROUGH ATTORNEY – Robert Oostdyk**

**MUNICIPAL CLERK – A.J. Jalloh**

**DEPUTY CLERK – Linda Forbes**

**COUNCIL PRESIDENT – Vincent Pellegrini**

**FINANCE**

Budget  
Water/Sewer Billing  
Purchasing  
Collector/Assessor  
CFO /Auditor  
Property Procurement  
Finance Personnel  
COAH

**PUBLIC SAFETY**

Police Department  
Fire Department  
Emergency Management  
First Aid Squad  
Municipal Court  
Vehicle Planning  
Police Personnel  
PBA CONTRACT

**PUBLIC WORKS**

Streets & Roads  
Building and Grounds  
Property Maintenance  
Street Lights/Signs  
Vehicle Maintenance  
Recreation Fields  
DPW Personnel  
QUARRY

**COMMUNICATIONS**

Board of Health  
Recreation  
Public Events  
Senior Citizens  
Board of Education  
Website/Newsletter  
Facility Rentals  
SOCIAL MEDIA

**UTILITIES**

Water Department  
Sewer Department  
Energy  
Solid Waste/Recycling  
Compost Facility  
Infrastructure Planning  
Community Development  
SHADE TREE

**PERSONNEL**

Employee Handbook  
Employee Benefits  
Performance Reviews  
Salary Ordinance  
Salary Resolution  
Health Insurance  
NJIF Insurance  
LIBRARY

**CHAIR: DESAI**

**REVIS**

**PELLEGRINI**

**OSWALD**

**ASTARITA**

**CLINTON**

**Member: Astarita**

Oswald

Clinton

Revis

Pellegrini

Desai

**THE MAYOR IS THE 3RD MEMBER OF EACH COUNCIL COMMITTEE**



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 28-2016

Date of Adoption: January 1, 2016

**TITLE:**

**MAYOR'S APPOINTMENT OF THE CLASS I PLANNING BOARD MEMBER**

---

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following person to the Planning Board for the terms set forth below.

Steven Loesner	Class I Member Mayor's Delegate	One-Year Term	Expires December 31, 2016
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## MAYOR APPOINTMENT

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\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 29-2016

Date of Adoption: January 1, 2016

**TITLE:**

**MAYOR'S APPOINTMENT OF THE CLASS II, CLASS IV,  
AND ALTERNATE PLANNING BOARD MEMBERS**

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following persons to the Planning Board for the terms set forth below.

Patrick Harden	Class II Member Municipal Official	One-Year Term	Expires December 31, 2016
Scott Trowse	Class IV Member	Four-Year Term	Expires December 31, 2019
Warren Sheps	Alternate #2	Two-Year Term	Expires December 31, 2017

**MAYOR'S APPOINTMENT**

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



## 2016 PLANNING BOARD ROSTER

Revised 1-1-2016

MEMBER	CLASSIFICATION	APPOINTED	TERM	EXPIRES
Steven Loesner (Mayor's delegate)	Class I	1/1/2016	1	12/31/2016
Patrick Harden (municipal official)	Class II	1/1/2016	1	12/31/2016
Council President Vincent Pellegrini	Class III	1/1/2016	1	12/31/2016
Glenn Venza	Class IV	1/1/2014	4	12/31/2017
Sal Poli (unexpired term)	Class IV	1/1/2015	4	12/31/2018
Michael Reilly	Class IV	1/1/2015	4	12/31/2018
Chris Scilingo (unexpired)	Class IV	8/6/2015	2	12/31/2017
Bobby Roberts	Class IV	1/1/2013	4	12/31/2016
Scott Trowse	Class IV	1/1/2016	1	12/31/2019
Rick Malanga (unexpired term)	Alternate 1	8/6/2015	2	12/31/2016
Warren Sheps	Alternate 2	1/1/2016	2	12/31/2017

\* Council Appointment

\*\* Mayor Appointment



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 30-2016

Date of Adoption: January 1, 2016

**TITLE:**

**MAYOR'S APPOINTMENT OF THE BOROUGH OF RIVERDALE  
HUD COMMITTEE MEMBERS FOR THE YEAR 2016**

---

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following persons as the Borough of Riverdale HUD Committee members for the terms set forth below.

Garrett Astarita	Member	One-Year Term	Expires December 31, 2016
Vincent Pellegrini	Alternate	One-Year Term	Expires December 31, 2016

---

**MAYOR'S APPOINTMENT**

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\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 31-2016

Date of Adoption: January 1, 2016

**TITLE:**

**MAYOR'S APPOINTMENT OF LIBRARY BOARD OF TRUSTEE MEMBERS**

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following persons to the Library Board of Trustees for the terms set forth below.

Councilman Bradley Clinton	Council Representative	Expires December 31, 2016
Linda Anders	Trustee - 5 Year Term	Expires December 31, 2020
TBD	Superintendent Delegate	Expires December 31, 2016

## MAYOR'S APPOINTMENT

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



**2016 LIBRARY BOARD ROSTER**  
**Revised 1-1-2016**

<b>MEMBER</b>	<b>OFFICE</b>	<b>APPOINTED</b>	<b>TERM</b>	<b>EXPIRES</b>
David Gourley	President	2013	5	12/31/2017
Jean Mastrangelo	Vice President	2015	5	12/31/2019
Linda Anders	Trustee	2016	5	12/31/2020
Gerri Mahler	Secretary	2014	5	12/31/2018
Paul M. Carelli	Ex-officio, Mayor	n/a	1	12/31/2016
TBD	Ex-officio, School Superintendent	2016	1	12/31/2016
Kathy Olsen (unexpired)	Trustee	2014	5	12/31/2016
Rosanne Youngstein	Trustee	2015	5	12/31/2019
Will Felegi	Trustee	2015	5	12/31/2019
Councilman Bradley Clinton	Council Liaison	2016		
Dennis Harsley	President, Friends			



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 32-2016

Date of Adoption: January 1, 2016

**TITLE:**

**MAYOR'S APPOINTMENT OF SHADE TREE COMMISSION MEMBERS**

**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following persons to the Shade Tree Commission for the terms set forth below.

Lois Leifer	Member	Five-Year Term	Expires December 31, 2020
Linda Roetman	Member	Five-Year Term	Expires December 31, 2020
Peter Leifer	Member	Five-Year Term	Expires December 31, 2020
Garrett Astarita	Council Representative	One-Year Term	Expires December 31, 2016
John Linson	Arborist	One-Year Term	Expires December 31, 2016

**MAYOR'S APPOINTMENT**

\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.



## 2016 SHADE TREE COMMISSION ROSTER

Revised 1-1-2016

MEMBER	CURRENT OFFICE	APPOINTED	TERM	EXPIRES
<b>Lois Liefer</b>	<b>Chairman</b>	<b>01/07/2016</b>	<b>5</b>	<b>12/31/2020</b>
Jane Rowan	Vice Chairman	01/02/2012	5	12/31/2016
<b>Linda Roetman</b>	<b>Member</b>	<b>01/07/2016</b>	<b>5</b>	<b>12/31/2020</b>
Todd Urban	Member	01/07/2013	5	12/31/2017
<b>Peter Liefer</b>	<b>Member</b>	<b>01/07/2016</b>	<b>5</b>	<b>12/31/2020</b>
Garrett Astarita	Council Liaison	01/01/2016	1	12/31/2016
John Linson	Arborist	01/01/2016	1	12/31/2016



# BOROUGH OF RIVERDALE NEW JERSEY



Resolution No: 33-2016

Date of Adoption: January 1, 2016

**TITLE:**

**MAYOR'S APPOINTMENT OF EMERGENCY MANAGEMENT COORDINATOR**

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**BE IT RESOLVED** that Mayor Paul M. Carelli hereby appoints the following person as the Borough of Riverdale Emergency Management Coordinator for the terms set forth below.

Daniel Sturm          Coordinator          Three-Year Term          Expires December 31, 2018

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**MAYOR'S APPOINTMENT**

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\_\_\_\_\_  
A.J. Jalloh, Borough Clerk

\_\_\_\_\_  
Paul M. Carelli, Mayor

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