

MAYOR AND COUNCIL
BOROUGH OF CLOSTER

REGULAR MEETING MINUTES – MONDAY, NOVEMBER 9, 2020 - 7:30 P.M.

The Mayor and Council of the Borough of Closter held a Regular Meeting on Monday, November 9, 2020. Mayor Glidden called the meeting to order at 8:46 p.m. and read the following statement:

DUE TO PUBLIC HEALTH CONSIDERATIONS, THIS REGULARLY SCHEDULED MEETING OF THE CLOSTER MAYOR AND COUNCIL WILL BE HELD BOTH TELEPHONICALLY and VIA ZOOM VIDEO.

You may join Zoom meeting including video by accessing the information posted in the **Borough Calendar** on the Borough website by visiting www.closterboro.com and clicking the link on the left sidebar for **Calendars and Notice of Meetings** and click on the corresponding date.

To join via Telephone Audio Only:

TOLL FREE: +1 646-558-8656; **MEETING ID:** 848 3547 3257; **PASSWORD:** 308144

1. PROVISIONS OF OPEN PUBLIC MEETINGS ACT STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Act of the State of New Jersey, was included in the Annual Notice of Meetings which was published in The Record and The Star Ledger on January 10, 2020, was posted on the Municipal Clerk's bulletin board and has remained posted as the required notices under the Statute. A Sunshine Notice regarding the change of meeting format was sent to The Record for posting on November 6, 2020. In addition, copies of these notices are and have been available to the public and are on file in the office of the Municipal Clerk.

A COPY OF THIS NOTICE HAS BEEN POSTED ON THE OUTER DOORS OF THE BOROUGH HALL AND ON THE BOROUGH WEB SITE

2. ROLL CALL

The following persons were present:

Mayor John C. Glidden, Jr.
Borough Administrator, Edward Hynes
Borough Attorney, Edward T. Rogan
Borough Engineer, Nick DeNicola
Deputy Borough Clerk, Arlene Marie Gray
IT Coordinator, Kevin Whitney

The following persons participated via telephone:

Councilpersons Scott Devlin, Alissa Latner, Dolores Witko, Joseph Yammarino and
Jannie Chung
Chief Financial Officer, Joseph Luppino
Fire Chief, Mark Lupardi
OEM Coordinator, James Winters
Recreation Director, Jim Oettinger

The following persons were not present:

Councilwoman Victoria Amitai
Chief of Police, Jack McTigue

3. MAYORAL PRESENTATION(S)

- a. PROCLAMATION RE DECLARING NOVEMBER 9, 2020 AS RED MAPLE RESTAURANT DAY TO CELEBRATE 30TH ANNIVERSARY (Requested by Mayor Glidden)

Mayor Glidden read and so declared.

4. PUBLIC HEARING AND ADOPTION OF THE FOLLOWING ORDINANCE @8:00 P.M. OR AS SOON THEREAFTER AS THE MATTER MAY BE HEARD:

The following Ordinance was introduced at the Regular Meeting held 10/14/20, and was published in The Record issue of 10/23/20, as stated in the Municipal Clerk's affidavit of publication. Reprint of this Ordinance was posted on the Municipal Bulletin Board in accordance with statutory requirements, and copies have been made available to the general public.

ORDINANCE NO. 2020:1275, "AN ORDINANCE TO DETERMINE THE BASE RATE, AMOUNT, SALARIES, WAGES, COMPENSATION, AND THE METHOD OF PAYMENT THEREOF TO PERSONS HOLDING CERTAIN OFFICES AND POSITIONS OF EMPLOYMENT IN THE BOROUGH OF CLOSTER FOR THE YEARS 2020 AND 2021 OR AS OTHERWISE NOTED"

Mayor Glidden opened the Public Hearing. No one wishing to be heard, Mayor Glidden closed the Public Hearing.

Motion approving Adoption of Ordinance No. 2020:1275 was made by Councilwoman Latner, seconded by Councilwoman Witko and declared carried by Mayor Glidden upon the affirmative vote of Councilpersons Devlin, Latner, Witko, Yammarino and Chung.

5. REVIEW AND DISCUSSION OF 2020 BEST PRACTICES INVENTORY (Submitted to the Division of Local Government Services on 11/4/20)

Chief Financial Officer congratulated Councilman Devlin and Councilwoman Witko on their re-election. Mr. Luppino explained the Best Practices Inventory process was started by the Assistant CFO, Administrator and himself. Inquiries were made to the appropriate departments and based on our answers we received score of 22.50 which means we will get all of our State aid; there were approximately 60 questions.

Motion of approving the 2020 Best Practices Inventory as submitted was made by Councilman Yammarino, seconded by Councilwoman Latner and declared carried by Mayor Glidden upon the affirmative vote of Councilpersons Devlin, Latner, Witko, Yammarino and Chung.

At this time, Deputy Borough Clerk affirmed the Inventory was submitted on November 4th in compliance with the deadline of November 5th.

6a. VOTE ON CONSENT AGENDA ITEMS

Motion approving the Consent Agenda minus Item No. 11 made by Councilwoman Latner, seconded by Councilman Yammarino and declared carried by Mayor Glidden upon the affirmative vote of Councilpersons Devlin, Latner, Witko, Yammarino and Chung.

RESOLUTIONS

- 7. BILL RESOLUTION – NOVEMBER 15, 2020
(Received from Deputy Treasurer 11/2/20)
- 8. RESOLUTION BERGEN COUNTY MULTI-JURISDICTION HAZARD MITIGATION PLAN 2020
(Received from Administrator’s office 10/30/20)
- 9. RESOLUTION SUSPENDING BOROUGH CODE § 141-3(C)(1) WHICH RESTRICTS THE OPERATION OF OUTDOOR CAFES BETWEEN OCTOBER 15 AND APRIL 15 (Received from Borough Attorney 11/4/20)
- 10. RESOLUTION FIXING BASE SALARIES FOR 2020 (Received from Assistant CFO 11/5/20)
- 11. MOTION APPROVING THE FOLLOWING **NON-SALARIED** APPOINTMENTS TO BOARDS AND COMMISSIONS NOT MADE AT THE REORGANIZATION MEETING HELD 1/2/20: **UPDATED AS OF 8/18/20:**

<u>OFFICE</u>	<u>INCUMBENT</u>	<u>APPOINTEE</u>	<u>TERM</u>	<u>EXPIRES</u>
Board of Ethics				
Member	<u>Joann Hildenbrand</u>	<u>NO APPOINTMENT</u>	5 Years	31-Dec-24
Food and Assistance Board				
Member	<u>VACANT</u>	<u>NO APPOINTMENT</u>	2 Years (Unexp. Vacant)	31-Dec-21
Historic Preservation Commission				
Alternate No. 2	<u>VACANT</u>	<u>NO APPOINTMENT</u>	2 Years (Unexp. Vacant)	31-Dec-21
Improvement Commission				
Alternate No. 2	<u>Andrew Correa</u> (Appt'd to Member RM 2/26/20)	<u>NO APPOINTMENT</u>	2 Years (Unexp. Correa)	31-Dec-20
Recreation Commission				
Member	<u>Steven Potterton</u> (Dec. Feb. 2020)	<u>NO APPOINTMENT</u>	5 Years (Unexp. Potterton)	31-Dec-22

12. REPORTS
(None received at the time of preparation of this Agenda)

6b. VOTE ON ITEMS REMOVED FROM THE CONSENT AGENDA

CLOSTER MAYOR AND COUNCIL
REGULAR MEETING MINUTES – MONDAY, NOVEMBER 9, 2020 - 7:30 P.M.

13. OPEN MEETING TO PUBLIC FOR ANY MATTER, PER N.J.S.A. 10:4-12 (a)
(Subject to 5-minute limit per By-Laws General Rule No.11)

Mayor Glidden opened the meeting to the public. No one wishing to be heard, Mayor Glidden closed the meeting to the public.

14. ANY OTHER MATTER WHICH MAY COME BEFORE THE GOVERNING BODY

15. ADJOURNMENT

Motion to adjourn the Regular Meeting at 9:06 p.m. was made by Councilwoman Latner, seconded by Councilwoman Chung and declared unanimously carried by Mayor Glidden.

Provided to the Mayor and Council on
April 1, 2021 for approval at the
Regular Meeting to be held
April 14, 2021

Arlene Marie Gray, RMC
Borough Clerk

Prepared by Arlene Marie Gray, RMC
utilizing recording and
Deputy Borough Clerk's notes

Approved at the Regular Meeting held April 14, 2021
Consent Agenda Item No. 18d

Borough of Closter **Certificate of Congratulations**

May it be known that

Charles DiMaria

Red Maple Restaurant

Is recognized for the thirty years of fervent service he and the Red Maple Restaurant have provided to the Borough of Closter as a cornerstone business located in the heart of Closter's Downtown Business Area. The commitment and steadfast service provided to the entire Northern Valley is an immeasurable gift to Closter.

The Mayor & Council of the Borough of Closter

Express their gratitude and congratulations for thirty years of impeccable service and wish him continued success.

Mayor John C. Glidden, Jr.

November 2, 2020

**BOROUGH OF CLOSTER
BERGEN COUNTY, NEW JERSEY
ORDINANCE NUMBER 2020:1275**

An Ordinance to Determine the Base Rate, Amount, Salaries, Wages, Compensation, and the Method of Payment Thereof to Persons Holding Certain Offices and Positions of Employment in the Borough of Closter for the years 2020 and 2021 or as otherwise noted.

BE IT ORDAINED by the Mayor and Council of the Borough of Closter, Bergen County, State of New Jersey as follows:

SECTION 1.

A. The base rate of compensation of the persons holding any of the hereinafter-named offices and positions of employment, (1) whose compensation shall be on an annual or hourly basis, and which compensation shall be payable bi-monthly, monthly, or (2) whose compensation shall be on such other basis and which compensation shall be payable as hereinafter provided or as determined by resolution of the Mayor and Council of the Borough of Closter, is hereby fixed and determined to be set opposite the title of each of the hereinafter-named offices and positions of employment; provided, however, that whenever there shall be set forth a minimum and maximum rate of compensation, or a range for the payment of compensation, and persons holding such offices or positions of employment shall be compensated at such base annual or hourly or other rate, within such minimum and maximum range, as the Mayor and Council hereinafter by resolution determined.

B. Salary Schedule, per annum unless otherwise noted:

<u>Office or Position</u>	<u>Minimum</u>	<u>Maximum</u>
Administration		
Borough Administrator	\$ 50,000.00	\$126,000.00
Borough Administrator – P/T	30.00/Hr.	68.25/Hr.
Administrative Secretary	40,000.00	65,000.00
Borough Clerk/Assessment Search Officer	48,000.00	120,750.00
Deputy Borough Clerk	45,000.00	68,250.00
Deputy Borough Clerk – PT Hourly	30.00/Hr.	62.00/Hr.
Borough Clerk’s Assistant	25,000.00	50,000.00
Assistant to the Borough Clerk – PT	17.00/Hr.	62.00/Hr.
Administrative Assistant – STC	1,000.00	10,000.00
Board/Commission Administrative Assistant	\$90.00/meeting	\$120.00/meeting
IT Manager	5,000.00	21,000.00
Finance		
Treasurer – Annual	10,000.00	26,250.00
Tax Collector/Tax Search Officer	41,000.00	90,000.00
Employee Benefits Clerk	3,000.00	25,250.00
Deputy Treasurer	25,000.00	49,875.00
Finance Clerk – COAH	4,000.00	8,000.00
Assistant to Tax Collector/Payroll	25,000.00	57,000.00
Finance Clerk – Recreation	2,500.00	4,200.00
Finance Clerk P/T	18.00/Hr.	30.00/Hr.
Supervisor of Accounts	4,000.00	10,500.00
Chief Financial Officer	15,000.00	36,750.00
Assistant to Chief Financial Officer	15,000.00	36,750.00
Tax Assessor	20,000.00	39,375.00
Assessor - Clerical Assistant F/T	10,000.00	55,000.00
Assessor – Clerical Assistant P/T	17.00/Hr.	26.25/Hr.
Court		
Municipal Court Judge	15,000.00	33,600.00
Court Administrator	29,000.00	66,000.00
Violation Clerk – P/T	25.00/Hr.	35.00/Hr.
Sound Recording Clerk - P/T	17.00/Hr.	26.00 /Hr.

Construction, Planning & Zoning

Zoning Officer	8,000.00	36,750.00
Zoning Officer P/T	25.00/Hr.	50.00/Hr.
Code Enforcement Official	6,000.00	31,500.00
Property Maintenance Inspector – PT/Hourly	20.00/Hr.	31.50/Hr.
Code Enforcement Official (Trees)	35.00/Hr.	64.00/Hr.
Construction Code Official F/T	15,000.00	90,000.00
Construction Code Official – P/T Hourly	25.00/Hr.	63.00/Hr.
Fire Sub Code Official	4,500.00	10,000.00
Building Technical Inspector	3,000.00	7,500.00
Building Inspector	3,000.00	9,000.00
Building Sub Code Official	5,000.00	23,100.00
Electrical Sub Code Official	8,000.00	21,000.00
Electrical Sub Code Official – P/T	25.00/Hr.	42.00/Hr.
Electrical Inspector	5,000.00	15,750.00
Plumbing Sub Code Official	8,000.00	28,500.00
Elevator Sub Code Official	1,400.00	4,200.00
Building Department Technical Assistant	10,000.00	56,000.00
Land Use Coordinator/Planning	10,000.00	21,000.00
Land Use Coordinator/Zoning	10,000.00	21,000.00
Land Use Coordinator – Special Meetings	120.00/Mtg.	
Vehicle Allowance	10.00	1,000.00

Public Works

Superintendent, D.P.W.	65,000.00	157,000.00
Deputy Superintendent, D.P.W.	60,000.00	99,750.00
Storm Water Management	2,000.00	5,000.00
Waste Water License Holder – Level 1	1,000.00	2,100.00
Waste Water License Holder – Level 2	2,000.00	3,150.00
Waste Water License Holder – Level 3	3,000.00	6,300.00
Indoor Air Quality	2,000.00	5,000.00
Pesticide License Holder	1,000.00	2,100.00
Recycling Coordinator/DPW Clerical	28,000.00	61,000.00
Temporary and/or Part Time – Hourly	12.00/Hr.	26.25/Hr.

Public Safety

Fire Prevention Official	9,000.00	21,000.00
Fire Prevention Inspector – Hourly	14.50/Hr.	30.00/Hr.
Fire Prevention Clerical – PT	17.00/Hr.	26.00/Hr.
Police Chief	100,000.00	180,000.00
Civilian Records Clerk/Secretary	25,000.00	52,500.00
Emergency Management Coordinator	3,000.00	8,000.00
Deputy Emergency Management Coordinator	1,000.00	3,675.00
School Crossing Guards – Hourly	15.00/Hr.	23.00/Hr.
Temporary and Part Time Clerical – Hourly	17.00/Hr.	26.00/Hr.
Police Matron	80.00	105.00

Recreation & Leisure Services

Recreation Director	22,000.00	60,000.00
Deputy Recreation Director	3,500.00	9,975.00
Deputy Recreation Director – Maintenance	3,500.00	11,000.00
Recreation Secretary	2,000.00	7,350.00
Asst. Recreation Director/Performing Arts	2,000.00	7,350.00
Recreation Aides – Hourly/Summer	11.10/Hr.	61.00/Hr.

Borough Attorney, Borough Engineer, Borough Auditor, Attorney for Planning Board, Attorney for Zoning Board of Adjustment, Prosecutor, and Public Defender shall be paid upon presentation of proper vouchers. Any position listed above may be converted to part-time by dividing the listed salary by 1,820, excepting the following positions: Police Chief and DPW Superintendent.

SECTION 2.

All Ordinances and Resolutions, or part thereof, which are inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistencies.

SECTION 3.

This Ordinance shall take effect after final passage and publication according to law and shall be retroactive to January 1 of each of the years hereinabove mentioned upon adoption of a Resolution for each of those years for those employees in the employ of the Borough as of the effective date of each Resolution

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilman Devlin			X			
Councilwoman Latner	X		X			
Councilwoman Witko		X	X			
Councilman Yammarino			X			
Councilwoman Chung			X			
Councilwoman Amitai					X	

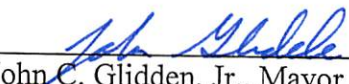
Introduced: October 14, 2020

Adopted: November 9, 2020

ATTEST:

APPROVED:


Arlene Gray, Deputy Borough Clerk


John C. Glidden, Jr., Mayor

Certified to be a true copy of an Ordinance adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held November 9, 2020.

Arlene Gray, Deputy Borough Clerk

**BOROUGH OF CLOSTER
RESOLUTION AUTHORIZING THE CLERK, CHIEF ADMINISTRATIVE OFFICER
AND CHIEF FINANCIAL OFFICER TO SIGN THE BEST PRACTICES INVENTORY**

WHEREAS, the Division of Local Government Services (DLGS) annually issues a Best Practices Worksheet/Inventory for review, response and certification by certain municipal officials; and

The municipality's Chief Finance Officer and Chief Administrative Officer must both certify the Inventory using the Online Platform. *The Chief Administrative Officer is an individual who, regardless of title, is in charge of the municipality's day-to-day operations. If a municipality does not have a business administrator or municipal manager, this person would be whichever individual (e.g. municipal clerk, chief financial officer) is responsible for running day-to-day operations.* Every municipality has a Chief Administrative Officer.

The Deputy Municipal Clerk certified that the Inventory and the results thereof will be discussed at a public meeting to be held on November 9, 2020; the inventory results and the certification of same by the chief administrative and financial officers will be referenced in the meeting minutes. Municipal Clerks likewise make their certification using the online platform and do not file a separate certification document. The purpose of the acknowledgement requirement is to ensure that local officials are apprised of their municipality's Best Practices Inventory response.

WHEREAS, signatures and certifications were required from the Municipal Clerk, Chief Administrative Officer (Borough Administrator) and Chief Financial Officer; and

WHEREAS, the Borough responded to DLGS by the due date of November 5, 2020.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey that the Deputy Clerk, Borough Administrator and CFO responded as required by law and signed the aforementioned Best Practices Inventory. The CFO filed the executed document on November 4, 2020.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilman Devlin			X			
Councilwoman Latner		X	X			
Councilwoman Witko			X			
Councilman Yammarino	X		X			
Councilwoman Chung			X			
Councilwoman Amitai					X	

Adopted: November 9, 2020

APPROVED BY:

ATTEST:


John C. Glidden, Jr., Mayor


Arlene Gray, Deputy Borough Clerk

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter on November 9, 2020.

Arlene Gray, Deputy Borough Clerk

2020 Best Practices Inventory Online Platform

Closter Borough

Printable Current Answers

001	Core Competencies	Personnel
	<p>The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?</p>	
		[1.00] Yes

002	Core Competencies	Personnel
	<p>Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinance within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was updated. If not yes, please type "Did Not Answer Yes" into the comment box.</p>	
		[1.00] Yes Comment: Adopted 7/24/2019

003	Core Competencies	Budget
	<p>Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?</p>	
		[1.00] Yes

004	Core Competencies	Budget
	<p>Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5?</p>	
		[1.00] Yes

005	Core Competencies	Budget	
	Does your municipality annually review 1) its fee schedules against revenue collected, and 2) its fee ordinance(s) to determine whether fees need to be brought more in line with expenses?		[1.00] Yes

006	Core Competencies	Financial Administration	
	The Government Electronic Payment Acceptance Act (N.J.S.A. 40A:5-43 et seq.) and its implementing regulations (N.J.A.C. 5:30-9.1 et seq.) set forth requirements for municipalities accepting credit cards, debit cards, and other electronic fund transfer mechanisms as means of collecting payment. In part, N.J.A.C. 5:30-9.9 limits any surcharges or convenience fees charged by a municipality for handling and processing the transaction. Is your municipality adhering to N.J.A.C. 5:30-9.9 when charging surcharges or convenience fees relating to electronic payment acceptance?		[1.00] Yes

007	Core Competencies	Capital Projects	
	Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?		[1.00] Yes

008	Core Competencies	Capital Projects	
	If your municipality charges administrative fees for off-duty police traffic safety personnel on a public works or utility project, are such fees set by ordinance at an amount not exceeding the municipality's actual costs for administering the off-duty work? See Local Finance Notice CFO 2000-14 for further guidance.		[1.00] Yes

009	Core Competencies	Transparency	
	Are your municipality's codified and uncoded ordinances, including all current salary ordinances, available online?		[1.00] Yes

010	Best Practices	Transparency	
	Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content?		[0.00] No

011	Core Competencies	Procurement	
Do your municipality's professional services contracts include a "not to exceed" amount?			[1.00] Yes
012	Best Practices	Procurement	
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law?			[0.50] N/A Comment: Borough is in the NJ State Health Benefits
013	Best Practices	Procurement	
Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees?			[0.50] N/A Comment: Borough is part of NJ State Health Benefits
014	Core Competencies	Cybersecurity	
A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?			[1.00] Yes
015	Core Competencies	Cybersecurity	
Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?			[1.00] Yes
016	Core Competencies	Ratables/PILOTs	
Before formalizing negotiations and entering into a Long-Term Financial Agreement, does your municipality have at least one staff member or contractually-retained professional evaluate all proposed Long-Term PILOTs to assure that the proposed agreement is a net-benefit to the municipality?			[1.00] Yes Comment: Borough Attorney, Administrator and CFO

017	Best Practices	Environment	
<p>If your municipality has a combined sewer overflow (CSO) system, has the conversion to a non-CSO overflow system been incorporated into your municipality's capital improvement program? If your municipality does not have a CSO system, is it undertaking affirmative measures to reduce stormwater runoff? Non-CSO municipalities answering Yes should explain these measures in the Comment Box.</p>			<p>[0.00] No</p>

018	Core Competencies	Financial Administration	
<p>Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?</p>			<p>[1.00] Yes</p>

019	Best Practices	Budget	
<p>Does your municipality periodically review the historical activity and balances of all trust fund accounts not created through public referendum (i.e. open space) to determine the need for, and adequacy of, each account? Only answer N/A if your municipality does not have any non-referendum trust funds.</p>			<p>[0.50] Yes</p>

020	Core Competencies	Budget	
<p>Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2019 or 2020.</p>			<p>[1.00] Yes Comment: Our policy is to credit appropriation line item for any insurance reimbursements</p>

021	Core Competencies	Capital Projects	
<p>Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?</p>			<p>[1.00] Yes</p>

022	Best Practices	Financial Administration
	Are monthly cash-flow statements prepared to assist in identifying and managing liquidity risk and used to conduct regular stress test forecasting payments based on known due dates and anticipated revenues received during the same period?	[0.50] Yes

023	Best Practices	Budget
	Has your municipality reviewed individual grants receivable and appropriated to 1) ensure all grants are appropriately charged; 2) receivables are collected in a timely manner; and 3) considered cancelling any expired or otherwise stale grants? Doing so minimizes or avoids fund balance depletion due to use of current fund cash to cover grant expenses. Only answer N/A if your municipality does not have any grants receivable and appropriated.	[0.50] Yes

024	Best Practices	Personnel
	In the event of a staff vacancy, municipalities should ensure there is backup to critical positions through cross-training staff and/or entering into shared services agreements with other local units. Has your municipality 1) cross-trained staff for multiple functions to the extent permitted by employee titles, labor agreements and Civil Service, as applicable; and/or 2) entered into a shared service agreement with another municipality or local government entity for the provision of staffing as may be needed?	[0.50] Yes

025	Best Practices	Personnel
	Has your municipality established by ordinance an anti-nepotism policy that, at minimum, prohibits hiring the immediate family members of elected officials, department heads, or supervisors?	[0.50] Yes

026	Core Competencies	Procurement
	Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer; purchasing agent) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?	[1.00] Yes

027	Core Competencies	Transparency	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	[0.00] No Comment: All Financials documents and RFP are [posted, however minutes and some agendas are not posted.
028	Core Competencies	Transparency	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us . Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.	[1.00] Yes
029	Core Competencies	Cybersecurity	Does your municipality perform off-network daily incremental backups with weekly full backups of all data?	[1.00] Yes
030	Unscored Survey	COVID-19 Response	How has the COVID-19 crisis impacted your municipality's cash flow and/or anticipated surplus going into 2021? Please select one answer only.	[0.00] Minimally

031

Unscored Survey

COVID-19 Response

Has your municipality had to make any reductions in expenditures due to COVID-19? If so, please include under Comments the departments or programs impacted by COVID-19 related spending reductions. If the answer is no, insert None under Comments.

[0.00] Yes
Comment: The Borough reduced public events appropriations such as parades and events, reduced and deferred capital projects and deferred hiring of employees until later in the year prorating salary appropriations. In addition cuts were made to parks and recreation department.

032

Unscored Survey

COVID-19 Response

Has your municipality received any CARES Act funding from the State, your county government, or directly from the federal government? Please state under Comments the dollar amount of such funding, the source(s), and whether such funds have been partially or totally disbursed to the municipality; if none please insert \$0 under Comments.

[0.00] Yes
Comment: We will be receiving Bergen County Cares funding form the Municipal Reimbursement program for personal protective equipment and supplies, public safety salary reimbursements, protective measures improvements and online records management programs that will allow the public to access government records online.

033	Unscored Survey	COVID-19 Response
Please select the one most critical area in which your municipality currently requires technical non-monetary assistance.		[0.00] Social Services
034	Unscored Survey	COVID-19 Response
In reviewing your municipality's operations during the COVID-19 pandemic, what is the department, division, office or other area of municipal operations that has been most strained by the pandemic?		[0.00] Other (fill-in under Comments) Comment: Admin and Finance
035	Unscored Survey	COVID-19 Response
Provide one procedure or process that your municipality developed in response to the pandemic that it intends to keep after the COVID-19 emergency concludes.		Comment: Protective improvements
036	Unscored Survey	COVID-19 Response
Is your municipality providing grants to small businesses impacted by COVID-19? If so, please provide under Comments the total number of businesses approved for grants thusfar, the total amount in grants approved, and a link to the grant program guidelines. If your municipality is not providing grants, please insert N/A under Comments.		[0.00] No Comment: N/A Bergen County has a county-wide small business grant program providing \$10,000 grants. Many Borough of Closter businesses have applied and received grants.
037	Unscored Survey	Alcoholic Beverage Licensing
Have any liquor licenses for Type 33 plenary retail consumption licenses (e.g. bars) been sold in your municipality by private sale during 2019 and 2020? If yes, please state the date of sale along with sale price for each license under Comments. If no, please insert the number zero under Comments.		[0.00] No Comment: 0

038(a)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (a) Police

[0.00] No
Comment: N/A

038(b)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (b) Fire

[0.00] No

038(c)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (c) Dispatch

[0.00] Yes
Comment: Currently have a Shared Service for 911/Dispatch

038(d)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (d) Public Works

[0.00] No
Comment: N/A

038(e)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (e) Health Department / Board of Health

[0.00] No
Comment: N/A

038(f)

Unscored Survey

Shared Services

Is your municipality currently in negotiations with another local government or board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (f) Construction Code Enforcement

[0.00] No
Comment: N/A

040(d)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (d) Municipal Clerk

[0.00] No
Comment: N/A

040(e)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (e) Municipal Treasurer

[0.00] No
Comment: N/A

040(f)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (f) Qualified Purchasing Agent

[0.00] No
Comment: N/A

040(g)

Unscored Survey

Shared Services

Does your municipality currently provide a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (g) Certified Public Works Manager

[0.00] No
Comment: N/A

044

Unscored Survey

Environment

Is your municipality considering establishing a stormwater utility, authorizing a sewerage authority or MUA to establish a separate stormwater operation, or joining a regional stormwater utility? If the answer to the above is "Yes", please explain under Comments where your municipality is in the process. If the answer to the above is "No", please explain under Comments the reason(s) why your municipality is not currently pursuing the creation of a stormwater utility.

[0.00] No
Comment: Due to the current budgetary pressures from the COVID pandemic the municipality does not wish to incur additional administrative costs.

045

Unscored Survey

Environment

What type of residential recycling program does your municipality have? Select only one.

[0.00] Single-stream

046

Unscored Survey

Environment

Has your residential recycling program changed from single-stream to dual-stream in the past two years?

[0.00] No

047

Unscored Survey

Environment

If your residential recycling program is single-stream, is your municipality considering a conversion to dual-stream recycling?

[0.00] No

048

Unscored Survey

Environment

Is recycling in your municipality picked up utilizing a truck with an automated single-arm?

[0.00] No

049

Unscored Survey

Opportunity Zones

Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment? Only answer N/A if your municipality is not located within an Opportunity Zone.

[0.00] N/A

050	Unscored Survey	Opportunity Zones	
<p>If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.</p>			Comment: N/A

051	Unscored Survey	Planning & Econ. Devt.	
<p>Does your municipality have a minimum lot size requirement of one acre or more for new residential development?</p>			[0.00] No

052	Unscored Survey	Planning & Econ. Devt.	
<p>Does your municipality place annual limits on the total allowable number of permits or dwellings for new single family construction?</p>			[0.00] No

053	Unscored Survey	Planning & Econ. Devt.	
<p>Does your municipality place annual limits on the total allowable number of permits or dwellings for new multi-family construction?</p>			[0.00] No

054	Unscored Survey	Planning & Econ. Devt.	
<p>Does your municipality have an urban growth or containment ordinance or policy in place?</p>			[0.00] No

055	Unscored Survey	Planning & Econ. Devt.	
<p>Does your municipality currently have a development moratorium or a set of regulations that effectively create a development moratorium?</p>			[0.00] No

056	Unscored Survey	Planning & Econ. Devt.	
<p>Does your municipality currently have a ban on mobile homes?</p>			[0.00] No

057	Unscored Survey	Planning & Econ. Devt.
Does your municipality have any restrictions on the pace of residential development (i.e. number of units that can be added each year)?		[0.00] No

058	Unscored Survey	Planning & Econ. Devt.
Inclusionary zoning ordinances require developments to provide a percentage of the residential units constructed/developed/created be set-aside and available to low- and moderate-income households. Does your municipality have an inclusionary zoning ordinance in place?		[0.00] Yes

059	Unscored Survey	Planning & Econ. Devt.
Density bonuses encourage the production of affordable housing by allowing developers to build more units than would ordinarily be allowed on a site by the underlying zoning code, in exchange for a commitment to include a certain number of below-market units in the development. Do you offer a density bonus for affordable housing development?		[0.00] Yes

060	Unscored Survey	Planning & Econ. Devt.
Please describe the general attitude of your residents toward additional affordable housing development? (Select only one answer)		[0.00] Neutral

THE BOROUGH OF CLOSTER, NJ
BERGEN COUNTY, NJ

WHEREAS, the claims listed below have been authorized and approved by the Chairman of the Committee, examined by the Finance Committee, and found correct. Therefore

BE IT RESOLVED, that the Mayor and Council hereby authorize the payment of these claims, and that warrants be drawn therefore when funds are available.

Budgeted	Amount
Closter Board of Education October 20'	\$1,709,772.92
Northern Valley High School October 20'	\$1,194,998.00
2020 Budget Appropriations – Operating Expenses	\$531,777.73
Payroll 10/15/20	\$271,916.94
Payroll 10/30/20	\$283,617.49
Current Treasury Account October 15, 2020 – November 9, 2020	\$3,992,083.08

Capital and Trust	Amount
Capital	\$10,475.00
Escrow Trust	\$6,319.60
Recreation	\$1,800.00

The foregoing resolution was adopted at a meeting of the Mayor and Council held on November 9, 2020

Attest:

Approved:



Arlene Marie Gray, Deputy Borough Clerk



John C. Glidden, Jr., Mayor

Range of Checking Accts: 01CURRENT to 13TRUST Range of Check Dates: 10/15/20 to 11/09/20
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
01CURRENT		CURRENT TREASURY ACCOUNT		
15115	10/15/20	DIREC000 DIRECT ENERGY BUSINESS	3,088.92	5436
15116	10/15/20	HORIZ000 HORIZON BCBSNJ	3,278.84	5436
15117	10/15/20	ROCKL015 ROCKLAND ELECTRIC COMPANY	10,905.99	5436
15118	10/15/20	ROCKL015 ROCKLAND ELECTRIC COMPANY	663.53	5437
15119	10/15/20	UNITE020 SUEZ WATER NEW JERSEY	1,321.61	5438
15120	10/15/20	UNITE020 SUEZ WATER NEW JERSEY	4,744.78	5439
15121	10/15/20	LESLI010 LESLIE WEATHERLY	127.60	5441
15122	10/16/20	INTER065 INTERSTATE WASTE SERVICES OF	21,152.48	5442
15123	10/16/20	PUBLI000 PUBLIC SERVICE ELECTRIC & GAS	112.79	5442
15124	10/16/20	RACHL000 RACHLES/MICHELE'S OIL CO., INC	6,625.35	5442
15125	10/16/20	VERIZ005 VERIZON	387.99	5442
15126	10/22/20	DELAG000 DE LAGE LANDEN FINANCIAL SVC.	559.00	5444
15127	10/22/20	SPECTR00 SPECTROTEL	2,383.49	5444
15128	10/22/20	STAND000 STANDARD INSURANCE COMPANY	1,225.98	5444
15129	10/22/20	VERIZ020 VERIZON WIRELESS	1,239.72	5444
15130	10/22/20	ROCKL015 ROCKLAND ELECTRIC COMPANY	2,618.31	5445
15131	10/27/20	NJDCA000 NJDCA	3,600.00	5451
15132	10/27/20	DUDES010 DUDE SOLUTIONS INC	3,805.71	5452
15133	10/27/20	STATE060 STATE TREASURER	50.00	5452
15134	10/27/20	BERGE095 BERGEN COUNTY UTILITIES AUTH.	258,872.00	5453
15135	10/27/20	KEVIN010 KEVIN WHITNEY	502.65	5453
15136	10/27/20	WILLI030 WILLIAM DAHLE	149.16	5453
15137	10/28/20	DIREC001 DIRECT ENERGY BUSINESS	64.17	5454
15138	10/30/20	LERET000 LERETA, LLC	4,344.00	5455
15139	10/30/20	CLOST070 CLOSTER PUBLIC LIBRARY	63,950.33	5456
15140	11/09/20	11PRI005 11 PRISTINE CORP	120.00	5458
15141	11/09/20	AIRGA000 AIRGAS USA, LLC	173.40	5458
15142	11/09/20	AIRMA000 AIRMATIC COMPRESSOR SYSTEM INC	650.28	5458
15143	11/09/20	AMERI018 AMERICAN PAPER TOWEL	1,700.00	5458
15144	11/09/20	ANCH0005 ANCHOR RUBBER STAMP &	63.50	5458
15145	11/09/20	APPRA000 APPRAISAL SYSTEMS, INC.	8,900.00	5458
15146	11/09/20	ARCTI005 ARCTIC FALLS SPRING WATER INC.	214.35	5458
15147	11/09/20	ASSOC005 ASSOCIATED APPRAISAL GROUP, INC	625.00	5458
15148	11/09/20	AUTOM000 AUTOMOTIVE BRAKE COMPANY	187.39	5458
15149	11/09/20	BEATT000 BEATTIE PADOVANO, LLC	610.00	5458
15150	11/09/20	CLOST015 CLOSTER COACHES ASSOCIATION	15,914.37	5458
15151	11/09/20	CLOST080 CLOSTER VOLUNTEER AMBULANCE	1,000.00	5458
15152	11/09/20	CUSTO001 CUSTOM BANDAG INC	9,054.28	5458
15153	11/09/20	DECOT000 DECOTIIS, FITZPATRICK, COLE &	887.50	5458
15154	11/09/20	DEUNI000 D & E UNIFORMS	286.90	5458
15155	11/09/20	EDWAR010 EDWARD ROGAN & ASSOCIATES	30,698.75	5458
15156	11/09/20	ERIKL005 ERIK LENANDER	500.00	5458
15157	11/09/20	FIRES000 FIRE & SAFETY SERVICES, LTD.	636.60	5458
15158	11/09/20	GABRI006 GABRIELLI KENWORTH OF NORTHERN	122.79	5458
15159	11/09/20	GARDE015 GARDEN STATE HIGHWAY	190.11	5458
15160	11/09/20	GOLDT000 GOLD TYPE BUSINESS MACHINES	592.92	5458
15161	11/09/20	HAGEM000 HAGEMAN ROOFING	1,860.00	5458
15162	11/09/20	HOMET000 HOMETOWN HARDWARE INC.	345.23	5458
15163	11/09/20	IZENB005 BBG, INC.	600.00	5458

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void Ref Num
01	CURRENT	CURRENT TREASURY ACCOUNT	Continued	
15164	11/09/20	JESCO000 JESCO INC.	890.70	5458
15165	11/09/20	JPMON005 JPMONZO,MUNICIPAL	50.00	5458
15166	11/09/20	LACAL005 LACAL EQUIPMENT, INC.	3,806.00	5458
15167	11/09/20	LEVIT005 LEVITT'S LLC	3,049.85	5458
15168	11/09/20	LUPAR000 LUPARDI'S NURSERY INC.	2,955.00	5458
15169	11/09/20	MAHSS000 MAHWAH SALES AND SERVICE, INC	993.18	5458
15170	11/09/20	METRO015 METRO LANDSCAPE IRRIGATION INC	140.00	5458
15171	11/09/20	MID-B000 MID-BERGEN REGIONAL HEALTH COM	17,972.00	5458
15172	11/09/20	NEWJE000 NEW JERSEY DIVISION OF ALCOHOL	39.00	5458
15173	11/09/20	NJLEA000 NJ LEAGUE OF MUNICIPALITIES	535.00	5458
15174	11/09/20	NORTH025 NORTHEAST FIRE & SAFETY EQUIP.	630.95	5458
15175	11/09/20	PARTS003 PARTS AUTHORITY, INC.	1,524.91	5458
15176	11/09/20	PAYTO000 PAYTON ELEVATOR COMPANY, INC.	925.08	5458
15177	11/09/20	PETRI005 PETRILLO'S DELI	295.00	5458
15178	11/09/20	PGAUT006 P&G AUTO INC.	1,657.71	5458
15179	11/09/20	POSTM015 POSTMASTER OF PARAMUS	240.00	5458
15180	11/09/20	REPOR014 EMERGENCY REPORTING	2,206.85	5458
15181	11/09/20	ROBER060 ROBERT'S & SON INC	195.00	5458
15182	11/09/20	RUGGE000 SMITTY'S PRODUCTIONS INC	851.99	5458
15183	11/09/20	SNAP-010 SNAP-ON INDUSTRIAL	967.50	5458
15184	11/09/20	STAPL000 STAPLES	116.44	5458
15185	11/09/20	SUNSE000 SUNSET CAR WASH	56.00	5458
15186	11/09/20	SUPER015 SUPERIOR DISTRIBUTORS CO., INC	239.80	5458
15187	11/09/20	TCIAI016 TREE CARE INDUSTRY ASSOC INC	70.50	5458
15188	11/09/20	TRI-C005 TRI-COUNTY TERMITE & PEST	50.00	5458
15189	11/09/20	WBMAS000 W. B. MASON CO., INC.	1,654.59	5458
15190	11/09/20	WESTP000 THOMSON REUTERS - WEST	258.00	5458
15191	11/09/20	ALFON000 ALFONSO DIASPARRA	147.43	5462
15192	11/09/20	ANDRE010 ANDREW ORLICH	542.27	5462
15193	11/09/20	BONNIO00 BONNIE SWITZER	147.43	5462
15194	11/09/20	CHIEF000 DAVID BERRIAN	383.08	5462
15195	11/09/20	DAVID050 DAVID HOLLENDER	463.13	5462
15196	11/09/20	DENNI005 DENNIS KAINE	1,373.11	5462
15197	11/09/20	DONALO10 DONALD NICOLETTI	1,566.35	5462
15198	11/09/20	DONDE000 DONN DEEGAN	1,373.11	5462
15199	11/09/20	DONOV000 DONOVAN BLADES	315.17	5462
15200	11/09/20	JAMES000 JAMES B. WINTERS	1,566.35	5462
15201	11/09/20	JAMES035 JAMES GORDON	238.48	5462
15202	11/09/20	JAMES080 JAMES G. GABETTIE	147.43	5462
15203	11/09/20	JEROM000 JEROME IKALOWYCH	1,373.11	5462
15204	11/09/20	JOSEP020 JOSEPH CORVELLI	440.24	5462
15205	11/09/20	KEVIN000 KEVIN M. DOERR	1,373.11	5462
15206	11/09/20	MICHA026 MICHAEL DILUZIO	147.43	5462
15207	11/09/20	NORMA010 NORMA T. KETLER	147.43	5462
15208	11/09/20	RICHA040 RICHARD D'AMICO	463.13	5462
15209	11/09/20	ROBER015 ROBERT C. TALMO	298.37	5462
15210	11/09/20	RONALO10 RONALD GAFFNEY	139.79	5462
15211	11/09/20	THOMA025 THOMAS MCNAMARA	147.43	5462
15212	11/09/20	TIMOTH00 TIMOTHY CONWAY	602.93	5462
15213	11/09/20	WILLIO40 WILLIAM HOWARD	447.41	5462
15214	11/09/20	WILLIO60 WILLIAM T. BREWSTER	383.08	5462
15215	11/09/20	WMCLO000 W. MCLOUGHLIN	1,566.35	5462
15216	11/09/20	ALPHO000 ALPHONSO H. YOUNG JR.	1,566.35	5463

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
01CURRENT CURRENT TREASURY ACCOUNT Continued					
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	102	0	531,438.32	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	102	0	531,438.32	0.00
04CAPITAL CAPITAL ACCOUNT					
1204	11/09/20	BOSWE000 BOSWELL MCCLAVE ENGINEERING IN	10,475.00		5459
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	1	0	10,475.00	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	1	0	10,475.00	0.00
13 DEV ESCROW 2 ESCROW EDMUNDS CHECKING 2					
3261	11/09/20	BEATT000 BEATTIE PADOVANO, LLC	880.00		5460
3262	11/09/20	BOSWE000 BOSWELL MCCLAVE ENGINEERING IN	5,229.40		5460
3263	11/09/20	DECOT000 DECOTIIS, FITZPATRICK, COLE &	210.20		5460
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	3	0	6,319.60	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	3	0	6,319.60	0.00
Report Totals					
Checking Account Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	106	0	548,232.92	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	106	0	548,232.92	0.00

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	0-01	531,438.32	0.00	0.00	531,438.32
GENERAL CAPITAL FUND	C-04	10,475.00	0.00	0.00	10,475.00
Total of All Funds:		<u>541,913.32</u>	<u>0.00</u>	<u>0.00</u>	<u>541,913.32</u>

Project Description	Project No.	Project Total
13 COLLINS AVE	2010057062	627.80
596 HIGH STREET	2010057067	449.88
131 WEST STREET	2010057084	449.88
86 WAINWRIGHT AVE	2010057086	433.20
597 PIERMONT ROAD	2010057099	1,192.90
14 VENUS DRIVE	2010057150	404.19
60 ANDERSON AVE	2010057157	440.68
93 PIERMONT ROAD	2010057162	424.00
148 ALPINE DRIVE	2010057166	400.00
93 PIERMONT ROAD	2010057167	260.19
14 VENUS DRIVE	2010057173	424.00
21 PIERMONT RD	2010057174	122.68
21 PIERMONT RD	2010057175	210.20
60 ANDERSON AVE	2010057180	480.00
Total of All Projects:		<u>6,319.60</u>

November 2, 2020
04:28 PM

BOROUGH OF CLOSTER
Check Register By Check Date

Page No: 1

Range of Checking Accts: 14RECREATION to 15ANIMALCONTROL Range of Check Dates: 10/15/20 to 11/09/20
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num	
14RECREATION		SPECIAL RECREATION ACCOUT				
629	10/26/20	MIDCO000 MID COUNTY OFFICIALS ASSOC.	1,800.00		5446	
Checking Account Totals						
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks:	1	0	1,800.00	0.00
		Direct Deposit:	0	0	0.00	0.00
		Total:	1	0	1,800.00	0.00
Report Totals						
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
		Checks:	1	0	1,800.00	0.00
		Direct Deposit:	0	0	0.00	0.00
		Total:	1	0	1,800.00	0.00

November 2, 2020
04:28 PM

BOROUGH OF CLOSTER
Check Register By Check Date

Page No: 2

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
RECREATION TRUST	T-14	1,800.00	0.00	0.00	1,800.00
Total of All Funds:		<u>1,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,800.00</u>

November 2, 2020
04:29 PM

BOROUGH OF CLOSTER
Check Register By Check Date

Page No: 1

Range of Checking Accts: 17 FOOD MANUAL to CURRENT-MANUAL Range of Check Dates: 10/15/20 to 11/09/20
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
CURRENT-MANUAL	CURRENT - MANUAL				
10211	10/21/20	CLOST010 CLOSTER BOARD OF EDUCATION	1,709,772.92		5443
10271	10/27/20	BORO0000 BORO OF CLOSTER - PAYROLL ACCT	273,517.85		5449
10272	10/27/20	PAYRO000 PAYROLL AGENCY ACCOUNT	10,100.64		5448
10273	10/27/20	PAYRO000 PAYROLL AGENCY ACCOUNT	167.97		5448
10275	10/27/20	CABLE000 OPTIMUM	170.44		5450
10301	10/30/20	NORTH065 NORTHERN VALLEY HIGH SCHOOL	1,194,998.00		5457

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	0	3,188,727.82	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	6	0	3,188,727.82	0.00

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	6	0	3,188,727.82	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	6	0	3,188,727.82	0.00

November 2, 2020
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BOROUGH OF CLOSTER
Check Register By Check Date

Page No: 2

Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	0-01	3,188,727.82	0.00	0.00	3,188,727.82
Total of All Funds:		<u>3,188,727.82</u>	<u>0.00</u>	<u>0.00</u>	<u>3,188,727.82</u>

November 2, 2020
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BOROUGH OF CLOSTER
Check Register By Check Id

Page No: 1

Range of Checking Accts: CURRENT-MANUAL to CURRENT-MANUAL Range of Check Ids: 10091 to 10092
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
10091	10/09/20	PAYR0000 PAYROLL AGENCY ACCOUNT	12,372.61		5435
10092	10/09/20	BOR00000 BORO OF CLOSTER - PAYROLL ACCT	259,544.33		5435

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	2	0	271,916.94	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	2	0	271,916.94	0.00

November 2, 2020
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BOROUGH OF CLOSTER
Check Register By Check Id

Page No: 2

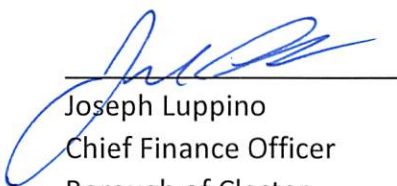
Totals by Year-Fund Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND	0-01	271,916.94	0.00	0.00	271,916.94
Total of All Funds:		<u>271,916.94</u>	<u>0.00</u>	<u>0.00</u>	<u>271,916.94</u>

CHIEF FINANCIAL OFFICER CERTIFICATION OF AVAILABILITY OF FUNDS

Borough of Closter Council

As the Chief Financial Officer of the Borough of Closter, responsible for the maintenance of the financial records of the Municipality, I hereby certify that adequate funds have been appropriated. All funds are available for the aforementioned purpose and that payment of perspective contract price will be charged against and not to exceed the amount appropriated in the:

Closter Board of Education -	October	2020	\$ 1,709,772.92
Northern Valley Regional H.S. -	October	2020	\$ 1,194,998.00
Bergen County Tax			\$ -
Bergen County Open Space Tax			\$ -
2019 Budget Appropriations -	Operating		\$ -
2020 Budget Appropriations -	Operating		\$ 531,777.73
Payroll	10/15/20		\$ 271,916.94
Payroll	10/30/20		\$ 283,617.49
Total Current Treasury 10/15/20 - 11/09/20			<u>\$3,992,083.08</u>
Capital			\$ 10,475.00
Escrow Trust Account			\$ 6,319.60
Recreation			\$ 1,800.00
Housing Trust			\$ -
Animal Account			\$ -
Open Space			\$ -
Community Development Block Grant			\$ -
Food Locker			\$ -
CDBG			\$ -



Joseph Luppino
Chief Finance Officer
Borough of Closter

Dated:11/9/20

BOROUGH OF CLOSTER**RESOLUTION BERGEN COUNTY
MULTI-JURISDICTION HAZARD MITIGATION PLAN
2020**

WHEREAS, the Borough of Closter, New Jersey, has experienced natural hazards that result in public safety hazards and damage to private and public property;

WHEREAS, the hazard mitigation planning process set forth by the State of New Jersey and the Federal Emergency Management Agency offers the opportunity to consider natural hazards and risks, and to identify mitigation actions to reduce future risk through the adoption of a Bergen County Multi-Jurisdictional Hazard Mitigation Plan ("Hazard Mitigation Plan"); and

WHEREAS, the New Jersey Office of Emergency Management is providing federal mitigation funds to support development of the Hazard Mitigation Plan; and

WHEREAS, a draft Hazard Mitigation Plan has been developed by the Mitigation Planning Committee; and

WHEREAS, the draft Hazard Mitigation Plan includes a prioritized list of mitigation actions including activities that, over time, will help minimize and reduce safety threats and damage to private and public property; and

WHEREAS, the draft Hazard Mitigation Plan was provided to each participating jurisdiction and was posted on the County Office of Emergency Management's website so as to introduce the planning concept and to solicit questions and comments; and to present the Hazard Mitigation Plan and request comments, as required by law; and

WHEREAS, the draft Hazard Mitigation Plan was submitted by the Bergen County Office of Emergency Management to the New Jersey Office of Emergency Management and the Federal Emergency Management Agency on August 7, 2020; and

WHEREAS, the New Jersey Office of Emergency Management and the Federal Emergency Management Agency have approved the draft Hazard Mitigation Plan as submitted; and

WHEREAS, formal adoption and maintenance of the Hazard Mitigation Plan by the governing body is a condition of receipt of federal disaster aid; and

WHEREAS, the Closter Office of Emergency Management has recommended to the Mayor and Council that the Hazard Mitigation Plan, as submitted to the New Jersey Office of Emergency Management and the Federal Emergency Management Agency on August 7, 2020, be adopted as the official Hazard Mitigation Plan of the Borough of Closter.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Closter, upon the recommendation of the Closter Office of Emergency Management, as follows:

1. The Bergen County Multi-Jurisdictional Hazard Mitigation Plan, as submitted to the New Jersey Office of Emergency Management and the Federal Emergency Management Agency on August 7, 2020 by the Bergen County Office of Emergency Management is hereby adopted as an official plan of the County of Bergen & Borough of Closter; minor revisions recommended by the Federal Emergency Management Agency and/or the New Jersey Office of Emergency Management may be incorporated without further action.
2. A hard copy of the Hazard Mitigation Plan shall be kept on file at the Bergen County Office of Emergency Management, and a digital copy shall be posted on the web site of the Bergen County Office of Emergency Management.
3. Any action proposed by the Hazard Mitigation Plan shall be subject to and contingent upon budget approval, if required, which shall be at the discretion of the County of Bergen & the Borough of Closter, and this resolution shall not be interpreted so as to mandate any such appropriations.
4. The Bergen County & Closter Office of Emergency Management shall prepare an annual progress report on the goals set forth in the Hazard Mitigation Plan. Copies of those reports will be kept on file at the office of the Board of Chosen Freeholders and the Bergen County Office of Emergency Management. The status reports shall be submitted on an annual basis by a predetermined date as agreed upon by all stakeholders, and as required by applicable statutes and regulations.

NOW THEREFORE BE IT FURTHER RESOLVED the Borough Clerk shall provide two signed copies of this Resolution to the Closter Office of Emergency Management.

COUNCILPERSON	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai					X	
Councilwoman Chung			X			
Councilman Devlin			X			
Councilwoman Latner	X		X			
Councilwoman Witko			X			
Councilman Yammarino		X	X			

Adopted: November 9, 2020

APPROVED BY:

ATTEST:



 John C. Glidden, Jr., Mayor



 Arlene Marie Gray, Deputy Borough Clerk

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter on November 9, 2020.

 Arlene Marie Gray, Deputy Borough Clerk

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11/10

BOROUGH OF CLOSTER**RESOLUTION SUSPENDING BOROUGH CODE § 141-3(C)(1) WHICH
RESTRICTS THE OPERATION OF OUTDOOR CAFES BETWEEN
OCTOBER 15 AND APRIL 15**

WHEREAS, on June 3, 2020, Governor Murphy issued Executive Order No. 150, which allowed establishments to open to the public to offer outdoor dining, commencing June 15, 2020, and seek to use additional public spaces such as parking lots, sidewalks, streets, and parks for outdoor food and/or beverage consumption, subject to adherence to all Statewide health and safety standards and local requirements; and

WHEREAS, to facilitate this reopening, the Division of Alcoholic Beverage Control (the "Division") determined it was necessary to create a temporary permit, known as the COVID-19 Expansion of Premises Permit, which allowed licensees to expand their service to outdoor areas and their licensed footprint to nearby property, with permits valid until November 30, 2020; and

WHEREAS, on June 10, 2020, the Governing Body of the Borough of Closter adopted a Resolution Supporting Outdoor Dining Establishments And Temporarily Suspending Portions Of Chapter 141, Outdoor Cafes ("June 2020 Outdoor Dining Resolution") which temporarily relaxed, suspended and/or modified certain portions of Chapter 141, Outdoor Cafes, to allow local restaurants and dining establishments to provide outdoor dining and enable such establishments to resume business more quickly and easily than would be possible under existing Code requirements; and

WHEREAS, pursuant to Borough Code Chapter § 141-3(C)(1), an outdoor café is only permitted to operate during the period of April 15 to October 15 of each calendar year; and

WHEREAS, due to continuing indoor capacity limits and social distancing requirements caused by the COVID-19 pandemic, the Division recently determined in its Special Ruling 2020-21 that it was appropriate and reasonable to allow licensees to apply to renew their COVID-19 Expansion Permits to enable them to sell alcoholic beverages in "outdoor areas" to March 31, 2021, subject to continuing adherence to all current COVID-19 safety measures as established by the Governor's Executive Orders and/or the New Jersey Department of Health directives, guidance and protocols regarding indoor and outdoor dining; and

WHEREAS, consistent with the authority set forth above, the Governing Body of the Borough of Closter wishes to support local restaurants and dining establishments who want to continue to provide outdoor dining after October 15, 2020 by temporarily suspending the restriction under § 141-3(C)(1) which normally prohibits outdoor cafes from operating between October 15 and April 15;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey, as follows:

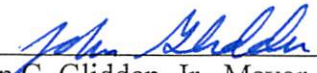
1. Borough Code § 141-3(C)(1), which prohibits operation of an outdoor café between October 15 and April 15, is hereby temporarily suspended until further action by the Governing Body.
2. Any current holder of an outdoor café permit who wishes to continue to operate after October 15, 2020 may apply for a renewal of its existing Borough permit, subject to compliance with the Division's requirements for renewal of its COVID-19 Expansion Permit, if applicable, and adherence to all Statewide and local health and safety standards and requirements.
3. All other provisions of the June 2020 Outdoor Dining Resolution shall remain in full force and effect until further action by the Governing Body.
4. The Borough Clerk shall forward a copy of this Resolution to the Construction Code Official, Chief of Police, Fire Official, and Board of Health Officer.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilman Devlin			X			
Councilwoman Latner	X		X			
Councilwoman Witko			X			
Councilman Yammarino		X	X			
Councilwoman Chung			X			
Councilwoman Amitai					X	

Adopted: November 9, 2020

APPROVED BY:

ATTEST:


 John C. Glidden, Jr., Mayor


 Arlene Gray, Deputy Borough Clerk

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter on November 9, 2020.

 Arlene Gray, Deputy Borough Clerk

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**BOROUGH OF CLOSTER
BERGEN COUNTY, NEW JERSEY
RESOLUTION FIXING BASE SALARIES FOR 2020**

WHEREAS, the Mayor and Council of the Borough of Closter have adopted Ordinance providing for base salaries and compensation for Borough Employees not covered by bargaining unit contracts; and

WHEREAS, the Ordinance provides ranges of minimum and maximum base salaries for the various departments and positions specified therein; and

WHEREAS, the Mayor and Council do desire to establish the base salary and compensation for the year 2020 unless otherwise noted for certain employees of the Borough of Closter; and

WHEREAS, said base salary amounts will be prorated in the event that an employee only serves a portion of the year in a covered position; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Closter that the base salaries for the employees mentioned below, retroactive to January 1, 2020 be and are hereby set as follows:

<u>Office and Position</u>	<u>Amount</u>
Administration	
Borough Administrator/Treasurer	122,400.00
Administrative Secretary	59,170.25
Borough Clerk/Assessment Search Officer	111,337.54
Deputy Borough Clerk	64,456.74
Assistant to the Borough Clerk – PT	60.00/hr.
IT Manager	18,144.54
Shade Tree Administrative Assistant	3,600.48
Finance	
Tax Collector/Tax Search Officer/Supervisor of Accounts	83,960.46
Deputy Treasurer/Benefits Clerk/Finance Clerk COAH	65,734.22
Assistant to Tax Collector/Payroll Clerk	55,140.45
Assistant to Chief Financial Officer	17,979.17
Chief Financial Officer	19,824.82
Tax Assessor	36,568.49
Assessor Clerical Assistant	53,301.39
Court	
Municipal Court Judge	22,298.10
Municipal Court Administrator	63,000.00
Court Violation Clerk - P/T	25.00/hr.
Construction, Zoning & Land Use	
Construction Office Technical Assistant/Zoning	53,829.67
Zoning Officer P/T	40.00
Land Use Coordinator/Zoning	19,292.24
Land Use Coordinator/Zoning – Special Mtgs.	120.00/mtg.
Property Maintenance Inspector – PT	27.20/hr.
Code Enforcement Official (Trees)	62.54/hr.
Construction Code Official	50.00/hr.
Fire Sub-code Official	9,011.63
Building Technical Inspector	6,982.88
Building Inspector	8,361.79
Building Sub-code Official	22,116.72
Electrical Sub-code Official	16,723.57
Electrical Inspector	11,438.92
Electrical Sub-code Inspector – PT	37.02/hr.
Plumbing Sub-code Official	27,036.04
Elevator Sub-code Official	2,898.75
Construction Office Technical Assistant/Planning (January – September)	33,794.23

Construction Office Technical Assistant/Planning (September – December)	44,726.67
Land Use Coordinator/Planning	15,711.49
Land Use Coordinator/Planning – Special Mtgs.	120.00/mtg.
Historic Preservation Commission	120.00/mtg.
Environmental Commission	120.00/mtg.
Vehicle Allowance	720.00

Public Safety

Fire Prevention Official	19,243.53
Fire Prevention Inspector – 1st Year	21.10/hr.
Fire Prevention Inspector – 2nd Year	23.61/hr.
Fire Prevention Inspector – 3rd Year	28.19/hr.
Police Chief	173,919.30
Civilian Records Clerk FT	39,727.14
Emergency Management Coordinator	7,044.36
Deputy Emergency Management Coordinator	1,761.97
Crossing Guard – Probationary	17.00/hr.
Crossing Guard – 1st Year	19.00/hr.
Crossing Guard – 2nd Year	20.00/hr.
Crossing Guard – 3rd Year	22.00/hr.

Public Works

Superintendent, D.P.W.	142,734.44
Waste Water License – Level 1	1,500.00
Waste Water License – Level 2	3,090.00
Indoor Air Quality	3,090.00
Storm Water Management	3,090.00
Pesticide License	2,000.00
Recycling Coordinator/DPW Clerical	57,923.13

Recreation & Leisure Services

Recreation Director (January – October)	35,923.56
Recreation Director (November – December)	40,000.00
Deputy Recreation Director	5,379.85
Deputy Recreation Director – Field Maintenance	10,158.82
Recreation Secretary	3,341.81

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilman Devlin					X	
Councilwoman Latner	X				X	
Councilwoman Witko					X	
Councilman Yammarino		X			X	
Councilwoman Chung					X	
Councilwoman Amitai					X	

Adopted: November 9, 2020

ATTEST:

APPROVED:


 Arlene Gray, Deputy Borough Clerk


 John C. Glidden, Jr., Mayor

Certified to be true copy of a Resolution adopted by the Mayor and Council of the Borough of Closter at the regular meeting held November 9, 2020

 Arlene Gray, Deputy Borough Clerk

MP 11/10
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