



## Borough of River Edge

Mayor and Council  
Agenda November 12, 2019

**Regular Meeting**

Borough Hall  
705 Kinderkamack Road

**7:00 P.M.**

- 
1. Call to Order –
  2. Silent Prayer – Flag Salute
  3. Statement of Compliance with Open Public Meeting Act: This meeting complies with the Open Public Meeting Act by notification on December 21<sup>st</sup> of this location, date and time to the Ridgewood News and the Record and by posting of same on the municipal bulletin board and Borough Web Site and filing a notice of the same with the Municipal Clerk.
  4. Roll Call –
  5. Minutes -
    - a. Approval of the minutes of the Mayor and Council Regular Meeting of October 21, 2019.
    - b. Approval of the minutes of the Mayor and Council Special Meeting of November 4, 2019.
  6. Public Comments on any item on this agenda –
  7. Appointments & Personnel Changes –
    - a. Approve the appointment of Thomas Papaleo to a Class I member of the Land Use Board to fill the unexpired term of Mayor Edward Mignone through 12/31/19.
    - b. Approve the appointment of Ellen Busteded as a Class III member of the Land Use Board to fill the unexpired term of Thomas Papaleo through 12/31/19.
    - c. Approve the resignation of Robert Dondiego from the Beautification Committee, effective October 31, 2019.
    - d. Approve the appointment of Brian Coyman to the River Edge Volunteer Fire Department effective November 12, 2019.
  8. Monthly Reports –
    - a. Alan P. Negreann, CFO - Public Property Report
    - b. Library Board of Trustees - November 2019
  9. First Reading & Public Hearing Ordinances –
    - a. Ordinance #19-21 An Ordinance to Repeal Chapter 33 of the Code of the Borough of River Edge, “Fire Department” and Replace it in its entirety with Chapter 33 “Fire Department”

10. Resolutions - By Consent

- a. **#19-359** Enter into Agreement with Atlantic Coast Fibers, 101 7<sup>th</sup> Street, Passaic, New Jersey 07055
- b. **#19-360** Confirm Endorsement of Community Development Project
- c. **#19-361** Award Bid for the 2018 Municipal Aid Program for Bogert Road (Section 2) Howland Avenue (Section 7, Phase V) Road Improvement Project to American Asphalt & Milling Services LLC
- d. **#19-362** Award Contract to Quikteks for IT Services Related to Hardware Installation and Cloud Configuration for the Borough of River Edge

11. Public Comments

12. Council Comments

13. Adjournment

October 30, 2019

Borough of River Edge  
705 Kinderkamack Road  
River Edge, NJ. 07661

Dear Michelle,

Please accept my resignation from the Beautification Committee. While I have enjoyed volunteering on the Committee my upcoming back surgery will prevent me to continue.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Dondiego", written in a cursive style.

Bob Dondiego

cc: Mayor & Council

Damage to Public Property Report

Date: 10/27/2019

By: Alan P. Negreann, CFO

| Source: | Date Reported:    | Key Code: | Address:              | Description if no Code: | Progress Comment:       | Dollar Value: | Disposition:  |
|---------|-------------------|-----------|-----------------------|-------------------------|-------------------------|---------------|---|
|         | 4/24/2015         | ST        | 608 5th Avenue        | STC                     | Letter sent             | \$ 324.00     | Letters sent by Boro Attry.<br>Requested next step BA 7/18/<br>Reminder to BA 9/15/16.<br>To BA e-mail Small Claims Crt.<br>Spoke to BA 12/11/17.<br>John L. provided pictures.<br>Letter to STC to Waive.1/15/1<br>STC 2/20/18 Do not waive. |
|         | 6/16/2017         |           | River Edge Road       | DLP                     | Asked Police for Report |               |   |
|         | 5/21/2018         |           | Kinderkamack          | MS                      |                         | \$ 285.91     | Paid \$1,427.66 Closed  |
|         | 7/15/2018         |           | Wayne Avenue          | Utility Pole            |                         |               | Forward to JIF & Ezio   |
|         | 10/17/2018        |           | Kinderkamack/So. Res. | DLT                     |                         |               | Owned By PSE&G Closed   |
|         | 1/11/2019         |           | Kinderkamack          | ST                      |                         |               | Paid \$400.00 & Closed  |
|         | 4/19/2019         |           | Midland Ave           | U-Channel Pole          |                         |               | Paid \$150.40 & Closed  |
|         | 1-29-19 to 2-3-19 |           | Marcal                | Fire Dept.              |                         |               | Paid \$1,437.43 Closed  |
|         | 8/21/2019         |           | Kinderkamack/Wayne    | DPW Vehicle             |                         |               | Paid \$506.76 Closed  |

KEY CODE:

|     |                      |
|-----|----------------------|
| DLP | Decorative Lamp Post |
| DB  | Damaged Bench        |
| DLT | Decorative Light Top |
| MS  | Missing Sign         |
| ST  | Shade Tree           |
| SD  | Storm Drain          |

~~MS~~  
 ~~MS~~  
 ~~MS~~  
 MS  
 MS  
 MS

Office:

Ray J.  
 10/28/19

00

File

Review

## **Agenda**

### **Library Board Meeting – November 5<sup>th</sup>, 2019**

1. Roll Call
2. Meeting Notification Statement

*In accordance with the provisions of the Open Public Meetings Act, the River Edge Public Library has caused notice of this meeting to be published by having the date, time, and place thereof posted on the bulletin board in the vestibule of the Library, mailed to the Bergen Record and the Ridgewood News and filed with the Borough Clerk.*

3. Public Comment
4. Correspondence
5. Approval of the Minutes of the October 1<sup>st</sup>, 2019 meeting
6. Old Business
  - Countertop project
7. Director's Report
8. Treasurer's Report
  - BCCLS bill adjustment
  - First donation specifying Korean books
9. New Business
  - Uniform loan periods and automatic renewals
  - Board meeting dates 2020
  - Staff Holiday Party? Board Holiday Dinner?
  - Food For Fines?
10. Personnel
11. Adjournment

**Next Meeting – Tuesday, December 3<sup>rd</sup> at 6:00 PM**

**Board of Trustees  
River Edge Free Public Library  
Secretary's Report – October 1<sup>st</sup>, 2019**

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The regular meeting of the Board of Trustees of the River Edge Free Public Library was held at the Library on October 1st, 2019 coming to order at 7:14 pm.

**Roll Call**

Present: Cindy Katri, Linda Smith, Maxine Rumsby, Juliet Forte, Julie Rabinowitz, Daragh O'Connor and Councilman Gautier. Absent: Lisa Guinta and Shawn Kucharski.

**Meeting Notification Statement**

As required, the meeting notification statement of date, time and location was published in local papers, placed on the Library bulletin board and filed with the Borough clerk.

**Public Comment**

None.

**Correspondence**

None.

**Approval of the Minutes**

Maxine Rumsby motioned to accept the minutes to the September 3rd, 2019 board meeting with minor changes. Linda Smith seconded.

**Old Business**

None.

**Director's Report**

Construction in Library Parking Lot. The library parking lot was surprisingly closed and under construction beginning on September 16; this happened without giving Daragh any advanced warning or details provided. This construction inconvenienced both patrons and staff, and the library received many complaints.

New Shelving. New shelving for the children's area arrived on September 11, which will house juvenile fiction chapter books. The DPW assembled it.

Wifi Phone Installation. Verizon installed new internet enabled phones, which the Borough initiated. It has been a bit of a headache switching the phones, but the process is nearly complete.

Countertop Project. Daragh selected a vendor to install new countertops throughout the library. They should be installed most likely in December.

School Visits. Dates have been selected for 1<sup>st</sup> grade visits from all of the River Edge school classes. The visitors will tour the library, participate in a story time, and design a bookmark. They will also be allowed to check out a book if they bring their own library card. Anyone who forgets to bring their library card will be given a book which the library will purchase. The two school media specialists from the elementary schools have been encouraging the students to sign up for library cards.

**Board of Trustees  
River Edge Free Public Library  
Secretary's Report – October 1<sup>st</sup>, 2019**

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BCCLS Updates. BCCLS membership decided to evenly distribute the Bergen County Grant funds to all member libraries in Bergen County. REPL will receive \$2419, which will help offset the cost of the delivery charges.

A new strategic plan has been approved by BCCLS. There are several technology improvements in the works which will make the BCCLS system run more smoothly.

Probation Case. An individual who is on probation will be assisting Daragh with light cleaning in the library. He has 180 hours.

#### **Treasurer's Report**

Linda Smith has reviewed, found in order, and signed all checks. Cindy Katri made a motion and Maxine Rumsby seconded that the treasurer's report be accepted. Daragh will ask the accounting firm to make minor corrections to the 2018 Financial Statement.

Daragh received a copy of Ann Curley's will, in which she bequeathed \$10,000 to the REPL.

#### **New Business**

Meeting with Recreation Department. Daragh will be meeting with Carolyn Baldanza regarding the plans for the new community center and how the library and the community center can work together for appropriate programming. Daragh will stress that ESL and story times stay at the library. He'd like for movie screenings to move to the community center.

Holidays. Daragh proposed 13 library closures for holidays and 2 early closings (at 5pm). Maxine Rumsby made a motion to accept the holiday closings. Julie Rabinowitz seconded.

Staff Development Morning. Daragh would like to close the library on Wednesday, October 23<sup>rd</sup> from 10 – 1 for staff development programming, including breakfast. Linda Smith made a motion to allow the library to close from 10am – 1pm for staff development. Cindy Katri seconded.

Friends Breakfast. Daragh prepared a check for 9 Friends volunteers to attend the Friends breakfast in late October. Maxine Rumsby made a motion to send 9 Friends volunteers to the BCCLS Friends breakfast. Linda Smith seconded.

Programming Policy. Daragh drafted a Program Policy to establish guidelines for all programs, meetings and events held at the library. Juliet Forte made a motion to approve the REPL Programming Policy, with the proviso that the Borough Attorney agrees that it is acceptable. Maxine Rumsby seconded.

#### **Personnel**

Sick Time Policy Clarification. Daragh will revise the language in the Sick Leave portion of the REPL Personnel Policy to clarify that paid sick leave may not be carried over from year to year. Cindy Katri made a motion to strike Bullet #3 in the current REPL Personnel Policy. Linda Smith seconded.

Minimum Wage for Juvenile Employees. The NJ Department of Labor and Workforce Development states that a young person who works in a library does not need to be paid minimum

**Board of Trustees  
River Edge Free Public Library  
Secretary's Report - October 1<sup>st</sup>, 2019**

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wage. The Board made the decision to follow the NJ Department of Labor that any page who is under 18 does not need to be paid minimum wage. Cindy Katri made a motion to accept this decision. Juliet Forte seconded.

With no further business, Cindy Katri moved to adjourn and Linda Smith seconded the motion. The meeting adjourned at 8:54 pm.

Respectfully submitted,  
Julie Rabinowitz, Secretary



**Director's Report**  
**Board of Trustees River Edge Public Library**  
**November 5<sup>th</sup>, 2019**

Staff Development Event

On October 23<sup>rd</sup> we hosted a training event from 10 AM to 12:45 PM, given by BCCLS staff. 15 of our staff attended with another 13 from other area libraries. The training was tailored to our questions about all of the resources available on the BCCLS web site. Everyone learned quite a bit. I provided coffee and bagels etc. Afterwards I thanked BCCLS Executive Director Dave Hanson for helping to make it possible. Dave informed me that this was the first such event and that another library had made inquiries to host a similar event.



1st grade visits

Over the last month we were visited by every 1<sup>st</sup> grade student at River Edge Schools. This was quite an undertaking and the first time we have attempted it in my tenure. It involved coordinating with the media specialists, teachers and administrators and deciding on the content of our program.

We decided to give the students a story time and a book mark craft (Youth Services Assistant Rosemarie Garcia), a lesson on the importance of reading and books available in Children's area (Youth Services Librarian Mary Anne Guiliano) and a tour of the entire facility (me). Everything was well-organized and went smoothly. At the conclusion of the program each student was given the gift of a

book/reader by the Library. We purchased these from Scholastic for a very low price.



My favorite parts of these visits:

- Hearing from every kid whose parents spoke a language that was not English at home. (We had Greek, Korean, Turkish, Chinese, Tagalog, Albanian, Russian, Spanish, Vietnamese, and Kyrgyz to name just a few).
- Asking the kids to guess how many books we process every year. The number 1 was a popular answer, as was “a billion”, but there were also some guesses that came close to the actual figure of about 4,500.
- Seeing how many kids already had a library card.
- Explaining to the kids that they don’t need money to use the Library and that they CAN use the PCs for gaming

Special thanks to MaryAnne and Rosemarie who were both patient with me as we planned and executed the visits. The entire staff was welcoming with Head of Circulation Dolores Kane answering circulation questions and Technical Processing Assistant Aynur Akdemir giving a special demonstration on the proper way to take care of a book.

The feedback from the staff and administrators of River Edge Schools was highly positive. Superintendent Tova Ben-Dov said this: “I thank you and your staff so much for the positive experiences our first graders had at the library. The staff had already shared with me their satisfaction with the entire process. It is truly rewarding to have such collaboration! May we continue to build on this experience throughout the rest of the year.”

## Parking lot issues

I alerted REPD to the problem of people parking in the parking spots reserved for those who are handicapped. Quite often parents park here, text their children who are inside the Library and wait till they come outside. Chief Cariddi promised to help.

I asked the DPW to paint over a white line as patrons were confusing the space for a parking spot and partially blocking access to the new parking lot. They promptly got the job done.

We have had another instance of a Borough employed construction crew working in the parking lot, leaving conditions unsafe and not alerting the Library beforehand. I emailed Borough Administrator Ray Poerio to alert him of the unsafe conditions and to ask for 7 days of notice when our parking lot needs work. He promptly complained to the Borough Engineer. The Borough Engineer responded with information regarding the work performed, but no apology or commitment to give the Library notice in future.

## BCCLS

At the October System Council it was decided to adopt system wide uniform loan periods and automatic renewals. Because all of the member libraries of BCCLS are independent entities, with their own boards, loan policies vary. This can be confusing to patrons. Many choose to use certain libraries because they have more flexible borrowing rules. Early next year most items less than 12 months old can be borrowed for 14 days, anything older can go out for 28 days. Newer DVDs will go out for 7 days, while older ones can be borrowed for 14 days. There will be a renewal limit of 2.

The result of these new uniform rules will be a better overall borrowing experience for our patrons. BCCLS is also introducing automatic renewals. Patrons will still receive an email 3 days before their item is due, but it will renew automatically twice. We will still have the ability to add additional renewals if the situation requires it. (Please see attachment).

## Friends Breakfast

On October 22<sup>nd</sup> the Annual BCCLS Friend's Breakfast was held at Seasons in Washington Township. It was a sold out event and River Edge sent 9 people. This year our guest speaker was "chick lit" author Jane Green. All profits from the event went towards funding library school scholarships.

Respectfully submitted,

RIVER EDGE FREE PUBLIC LIBRARY

Cash Flow1 - Current Month:2

10/1/2019 through 10/31/2019

10/30/2019

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| Category Description  | 10/1/2019-<br>10/31/2019 |
|-----------------------|--------------------------|
| <b>INFLOWS</b>        |                          |
| Boro Approp           | 14,241.13                |
| Donation              | 100.00                   |
| Fines                 | 615.80                   |
| Lost Books            | 20.00                    |
| Lost Cards            | 9.00                     |
| Photocopy             | 162.00                   |
| State Aid             | 4,969.00                 |
| <b>TOTAL INFLOWS</b>  | <b>20,116.93</b>         |
| <b>OUTFLOWS</b>       |                          |
| Audio Books           | 81.85                    |
| BCCLS Computer        | 8,383.74                 |
| Bldg Maint            | 249.60                   |
| Books AF              | 1,249.73                 |
| Books ANF             | 1,598.90                 |
| Books Inst AY         | 197.39                   |
| Books J E YA          | 1,029.47                 |
| Cleaning Maint        | 1,050.00                 |
| DVD VIDEO GAMES       | 639.32                   |
| Equipment             | 375.00                   |
| Equipment Maint       | 119.94                   |
| Kanopy                | 178.00                   |
| Periodicals           | 1,341.00                 |
| Photocopy Expense     | 132.50                   |
| Postage               | 2.61                     |
| Programs              | 73.22                    |
| Staff Developmt       | 353.78                   |
| Supplies              | 1,171.57                 |
| <b>TOTAL OUTFLOWS</b> | <b>18,227.62</b>         |
| <b>OVERALL TOTAL</b>  | <b>1,889.31</b>          |

DONATION

H. Kang - \$100.00

Transaction Report - Current Month

10/1/2019 through 10/31/2019

10/30/2019

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| Date                          | Account      | Num  | Description       | Memo | Category        | Clr | Amount            |
|-------------------------------|--------------|------|-------------------|------|-----------------|-----|-------------------|
| 10/25/2019                    | PNC Checking | 3256 | BCCLS COM...      |      | BCCLS Comp...   |     | -8,383.74         |
| 10/25/2019                    | PNC Checking | 3257 | S Baker & Taylor  |      | Books Inst AY   |     | -197.39           |
|                               |              |      |                   |      | Books AF        |     | -1,048.52         |
|                               |              |      |                   |      | Books ANF       |     | -1,430.42         |
| 10/25/2019                    | PNC Checking | 3258 | Baker & Taylor    |      | Books J E YA    |     | -867.47           |
| 10/25/2019                    | PNC Checking | 3259 | Demco             |      | Supplies        |     | -970.09           |
| 10/25/2019                    | PNC Checking | 3260 | BCCLS COM...      |      | Equipment       |     | -375.00           |
| 10/25/2019                    | PNC Checking | 3261 | S Gale CENGA...   |      | Books AF        |     | -141.56           |
|                               |              |      |                   |      | Books ANF       |     | -24.00            |
| 10/25/2019                    | PNC Checking | 3262 | Guy's Mainten...  |      | Cleaning Maint  |     | -1,050.00         |
| 10/25/2019                    | PNC Checking | 3263 | Midwest Tape      |      | DVD VIDEO ...   |     | -389.34           |
| 10/25/2019                    | PNC Checking | 3264 | Kanopy            |      | Kanopy          |     | -170.00           |
| 10/25/2019                    | PNC Checking | 3265 | NJLA              |      | Staff Developmt |     | -165.00           |
| 10/25/2019                    | PNC Checking | 3266 | Center Point L... |      | Books AF        |     | -27.71            |
| 10/25/2019                    | PNC Checking | 3267 | Clean Enterpri... |      | Bldg Maint      |     | -249.60           |
| 10/25/2019                    | PNC Checking | 3268 | Office Depot ...  |      | Supplies        |     | -125.67           |
| 10/25/2019                    | PNC Checking | 3269 | PROCOPY           |      | Photocopy Ex... |     | -132.50           |
| 10/25/2019                    | PNC Checking | 3270 | World Journal     |      | Periodicals     |     | -216.00           |
| 10/25/2019                    | PNC Checking | 3271 | Blackstone Au...  |      | Audio Books     |     | -81.85            |
| 10/28/2019                    | PNC Checking | 3272 | Scholastic Lib... |      | Books J E YA    |     | -162.00           |
| 10/28/2019                    | PNC Checking | 3273 | Easy English ...  |      | Periodicals     |     | -1,125.00         |
| 10/28/2019                    | PNC Checking | 3274 | Ready Refresh     |      | Supplies        |     | -1.99             |
| 10/28/2019                    | PNC Checking | 3275 | Rosemarie G...    |      | Programs        |     | -73.22            |
| 10/28/2019                    | PNC Checking | 3276 | OPTIMUM M...      |      | Equipment M...  |     | -119.94           |
| 10/28/2019                    | PNC Checking | 3277 | S Amazon          |      | DVD VIDEO ...   |     | -249.98           |
|                               |              |      |                   |      | Supplies        |     | -71.70            |
|                               |              |      |                   |      | Books ANF       |     | -144.48           |
|                               |              |      |                   |      | Books AF        |     | -31.94            |
| 10/28/2019                    | PNC Checking | 3278 | S Daragh O'Con... |      | Supplies        |     | -2.12             |
|                               |              |      |                   |      | Postage         |     | -2.61             |
|                               |              |      |                   |      | Staff Developmt |     | -188.78           |
| 10/30/2019                    | PNC Checking | 3279 |                   |      | Kanopy          |     | -8.00             |
| <b>10/1/2019 - 10/31/2019</b> |              |      |                   |      |                 |     | <b>-18,227.62</b> |

TOTAL INFLOWS 0.00

TOTAL OUTFLOWS -18,227.62

NET TOTAL -18,227.62

Attendance - 10/18/19 - 9,216

Budget1 - Current Year:2  
1/1/2019 through 12/31/2019 Using Budget 13

10/30/2019

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| Category Description        | 1/1/2019<br>Actual | -<br>Budget       | 12/31/2019<br>Difference |
|-----------------------------|--------------------|-------------------|--------------------------|
| <b>INCOME</b>               |                    |                   |                          |
| Boro Approp                 | 132,410.00         | 132,410.00        | 0.00                     |
| Donation                    | 5,033.07           | 3,500.00          | 1,533.07                 |
| Fines                       | 3,220.20           | 11,500.00         | -3,279.80                |
| Funds brought fwd.          | 0.00               | 10,000.00         | -10,000.00               |
| Historic Tile Mural         | 255.00             | 1,000.00          | -745.00                  |
| Interest Earned             | 253.06             | 50.00             | 203.06                   |
| Lost Books                  | 804.49             | 1,700.00          | -895.51                  |
| Lost Cards                  | 190.00             | 300.00            | -110.00                  |
| Memorials                   | 910.00             | 600.00            | 310.00                   |
| Multi Purpose Rm            | 0.00               | 0.00              | 0.00                     |
| Photocopy                   | 1,964.43           | 3,000.00          | -1,035.57                |
| State Aid                   | 4,969.00           | 5,000.00          | -31.00                   |
| <b>TOTAL INCOME</b>         | <b>155,009.25</b>  | <b>169,060.00</b> | <b>-14,050.75</b>        |
| <b>EXPENSES</b>             |                    |                   |                          |
|                             | <b>OCTOBER</b>     |                   |                          |
| Audio Books                 | 1,304.43           | 1,000.00          | -304.43                  |
| Audit                       | 2,250.00           | 2,250.00          | 0.00                     |
| BCCLS Computer              | 40,945.35          | 40,945.35         | 0.00                     |
| Bldg Maint                  | 2,118.22           | 3,000.00          | 881.78                   |
| Books AF                    | 13,594.81          | 15,000.00         | 1,405.19                 |
| Books ANF                   | 12,019.63          | 14,265.00         | 2,245.37                 |
| Books Foreign               | 9,000.00           | 9,000.00          | 0.00                     |
| Books Inst AY               | 2,227.03           | 3,000.00          | 772.97                   |
| Books J E YA                | 13,139.01          | 18,170.00         | 5,030.99                 |
| Cleaning Maint              | 11,475.00          | 15,500.00         | 4,025.00                 |
| DVD VIDEO GAMES             | 5,077.98           | 5,500.00          | 422.02                   |
| Equipment                   | 7,667.79           | 6,000.00          | -1,667.79                |
| Equipment Maint             | 4,004.14           | 4,229.65          | 225.51                   |
| Historic Tile Mural Expense | 514.35             | 500.00            | -14.35                   |
| Kanopy                      | 2,090.00           | 2,000.00          | -90.00                   |
| Multi Purpose Rm. Exp.      | 0.00               | 0.00              | 0.00                     |
| Music CDs                   | 34.86              | 0.00              | -34.86                   |
| Periodicals                 | 9,217.38           | 10,000.00         | 782.62                   |
| Photocopy Expense           | 1,457.50           | 1,800.00          | 342.50                   |
| Postage                     | 559.81             | 400.00            | -159.81                  |
| Programs                    | 3,879.72           | 2,000.00          | -1,879.72                |
| Signage                     | 101.78             | 1,000.00          | 898.22                   |
| Staff Developmt             | 2,591.28           | 2,500.00          | -91.28                   |
| Supplies                    | 10,683.87          | 11,000.00         | 316.13                   |
| <b>TOTAL EXPENSES</b>       | <b>155,953.94</b>  | <b>169,060.00</b> | <b>13,106.06</b>         |
| <b>OVERALL TOTAL</b>        | <b>-944.69</b>     | <b>0.00</b>       | <b>-944.69</b>           |

**Net Worth Report**

As of 10/28/2019

| <b>Account</b>                      | <b>10/28/2019</b> |
|-------------------------------------|-------------------|
| <b>ASSETS</b>                       |                   |
| <b>Cash and Bank Accounts:</b>      |                   |
| PNC Checking                        | \$ 15,289.18      |
| PNC Money Market                    | 5,965.57          |
| Savings (Multi Purpose Room)        | 25,487.78         |
| <b>TOTAL Cash and Bank Accounts</b> | <b>46,742.53</b>  |
| <b>TOTAL ASSETS</b>                 | <b>46,742.53</b>  |
| <b>OVERALL TOTAL</b>                | <b>46,742.53</b>  |



**BOROUGH OF RIVER EDGE  
ORDINANCE 19-21**

**AN ORDINANCE TO REPEAL CHAPTER 33 OF THE CODE OF THE BOROUGH OF RIVER EDGE, "FIRE DEPARTMENT," AND REPLACE IT IN ITS ENTIRETY WITH CHAPTER 33, "FIRE DEPARTMENT."**

**CHAPTER 33 – FIRE DEPARTMENT**

**Article I – Administration/Supervision**

The Fire Department is within the Department of Administration. The Mayor and Borough Council shall have full charge and control of the Fire Department and the fire equipment of the Borough. The Fire Department shall be under the general control of the Borough Council and shall be subject to such ordinances and rules and regulations as shall now be in effect or may hereafter be enacted by the Borough Council. The Officers of the Fire Department shall be responsible to the Mayor and Borough Council for all fire-fighting activities and for the repair, upkeep, care and control of all Borough equipment. Further, the Mayor and Borough Council, through the Board of Fire Officers, shall have the primary responsibility for setting the general policies of the Fire Department.

Notwithstanding, the Members of the Fire Department, whether on the scene of an incident or drill, in fire headquarters or attending any departmental function, shall be under the supervision and subject to the direction of the Chief or, during his absence or incapacity, the Assistant Chief. In the absence of the Assistant Chief, the Deputy Chief will be in charge. In the absence of the above officers, where both Captains are in attendance, the Captain from the Assistant Chief's Company shall be deemed the senior officer. In the absence of the above officers where both First Lieutenants are in attendance, the First Lieutenant from the Assistant Chief's Company shall be in charge. In the absence of the above officers, where both Second Lieutenants are in attendance, the Second Lieutenant from the Assistant Chief's Company shall be in charge. In the absence of the above officers, the most recent Ex-Chief or the senior member shall be in charge.

Supervision of the Fire Department is subject to the departmental rules and regulations and standard operating procedures and, as stated above, is under the general control of the Council of the Borough of River Edge.

**Article II – Composition**

The Fire Department shall consist of two (2) companies, to be known as Company 1 and Company 2, and other such volunteer companies as the Borough Council may hereafter officially designate and appoint to combat and extinguish fires in the Borough of River Edge. The Department shall consist of an active force to be limited to the number prescribed by state law; each Company shall be limited to fifty percent (50%) of the state allowance, including active exempts. The Fire Department shall consist of a Chief, an Assistant Chief, a Deputy Chief, two (2) Captains, two (2) First Lieutenants and two (2) Second Lieutenants, as well as such other firefighters as may be appointed. The duties of the companies and their personnel shall be as designated and determined from time to time by the Chief or, in his absence, the Assistant Chief. There may be established under this article such additional companies and staffing levels as may be deemed necessary by the Chief Officers in conjunction with the Mayor and Borough Council.

**Article III – Fire Officers**

The Fire Officers of the Department shall be a Chief, an Assistant Chief, a Deputy Chief, and for each Company: Captain, First Lieutenant, and Second Lieutenant.

To be eligible to hold any Fire Officer position a member must be in good standing, comply with all applicable residency requirements, have an average of sixty percent (60%) attendance at fires, drills, and meetings, and must have been a member of the Department for at least one (1) year beyond the probationary period.

#### Section 1: Chain of Command

When the Department is not on active duty, it shall be under the general supervision of the Chief of the Department; provided, however, that such supervision shall be subject to and not in conflict with the latest Borough ordinances, bylaws of the Board of Fire Officers, or the Department rules and regulations.

When the Department is attending a fire or other emergency, it shall be under the absolute control of the Chief of the Department. In the absence of the Chief, the Assistant Chief will be in charge. In the absence of the Assistant Chief, the Deputy Chief will be in charge. In the absence of the above officers, where both Captains are in attendance, the Captain from the Assistance Chiefs Company shall be deemed the senior officer. In the absence of the above officers where both First Lieutenants are in attendance, the First Lieutenant from the Assistant Chief Company shall be in charge. In the absence of the above officers, where both Second Lieutenants are in attendance, the Second Lieutenant from the Assistant Chiefs Company shall be in charge. In the absence of the above officers, the most recent Ex-Chief or the senior member shall be in charge.

The Chief, Assistant Chief, Deputy Chief, or officer in command shall have general police power at all fires in any area of the Borough actually under the supervision and control of the Fire Department.

#### Section 2: Chief

The Chief must be nominated and elected annually and shall serve no more than two (2) consecutive elected years in office. The Chief of the Department shall assume command the first day of January following the election.

The Chief's duties include, but are not limited to:

- a. calling a minimum of three (3) Departmental Drills and three (3) Departmental Meetings each year;
- b. at fires:
  - i. seeing that the officers and members perform their full duties;
  - ii. giving such orders as may be necessary to save life and property;
  - iii. getting such information from the owner or occupant of the burning building as may be deemed proper; and
  - iv. if possible, ascertaining the origin and cause of the fire.
- c. notifying the proper law enforcement agency if sufficient evidence points toward arson;
- d. after consultation with the proper law enforcement agency, causing the arrest of anyone giving false alarms or interfering with the work of the Fire Department while engaged in fire duty;

- e. performing such other duties as the good and welfare of the Department may require; and
- f. submitting a written report each quarter to the Borough Council.
  - i. The written report shall reflect the averages calculated by the Captain of each Company, fire records and any other pertinent information regarding the Department.

In the event of a vacancy in the position of Chief, any such a vacancy shall be filled for the unexpired term by the Assistant Chief. The Deputy Chief will then assume the office of the Assistant Chief and the senior Captain will fill the office of the Deputy Chief.

A line officer cannot advance rank unless he or she has at least one year of service at present rank. Any member who has held the specific rank or above would be eligible for the opening to be filled by election. No line officer with less than five years' experience as a line officer shall be allowed to move to the positions of Deputy Chief or above. To be eligible to serve as Department Chief, the Member must have also served in the Deputy Chief position and the Assistant Chief position.

### Section 3: Assistant Chief and Deputy Chief

The duties of the Assistant Chief and the Deputy Chief include, but are not limited to:

- a. seeing that the apparatus, personal protective gear and all tools and equipment are kept in order;
- b. having command of his respective company at all times;
- c. observing that each member does his/her duty;
- d. granting leave of absence or excusing any member when deemed necessary; and
- e. aiding the Chief at all times in the discharge of his/her duties

In the event of a vacancy in the position of Assistant Chief, any such a vacancy shall be filled for the unexpired term by the Deputy Chief. The senior Captain will fill the office of the Deputy Chief.

In the event of a vacancy in the position of Deputy Chief, any such a vacancy shall be filled for the unexpired term by the Senior Captain. The senior Captain will fill the office of the Deputy Chief. Any subsequent vacancy among the Fire Officers of the Company shall be filled for the unexpired term by progression

A line officer cannot advance rank unless he or she has at least one year of service at present rank. Any member who has held the specific rank or above would be eligible for the opening to be filled by election. No line officer with less than five years' experience as a line officer shall be allowed to move to the positions of Deputy Chief or above.

### Section 4: Captains (two), First Lieutenants (two) and Second Lieutenants (two)

The Captains, First Lieutenants, and Second Lieutenants shall aid the Assistance Chief and Deputy Chief at all times in the discharge of their duties. In the absence of the Assistance Chief or Deputy Chief, the Captains and Lieutenants, in rank and seniority order, shall act in such capacity, strictly adhering to all the duties of that office.

- A. Captain: It shall be the duty of the Captains of each Company to keep and record the attendance at all fires, drills, meetings, and present the averages for same at

each monthly meeting of the Company. Any Member may challenge or dispute their average after review at the monthly Company meeting. Upon presentation at the monthly meeting of the Company, the Captain shall submit the averages, and supporting records, to the Borough Administrator for review. Any dispute over a Member's average that is not resolved in-house shall be submitted to the Borough Administrator and Council for review. The Captain shall also keep a record of all fires. These records and averages shall be kept in a separate book. At the end of each calendar year, one copy of these records shall be turned over to the Secretary of the Relief Association for permanent filing, and signed by the Captain responsible for the averages.

- i. The Department shall use the National Fire Incident Reporting Software ("NFIRS") to record alarm data. If NFIRS is not used, the Captains shall keep a monthly analysis, organized by category, showing how attendance is calculated and reported. If NFIRS is used only for attendance at alarms, a master list for all drills, meetings and each category of additional approved activities shall also be presented to monthly at the Company meeting and submitted monthly to the Borough Administrator.
- ii. The Captain shall keep copies of all records in support of the monthly averages calculations and file same in the Chief's office. The records shall be retained in an organized manner according to alarms, drills, meetings, and any other approved activity. Any and all attendance records and calculations shall at no point be discarded. Records and calculations must be available for the Borough's review at any given time.
- iii. The reporting of attendance at alarms and fires shall be performed in accordance with Article VI, Section 6(B)(i).
- iv. A Member's eligibility for a Fire Officer position is based strictly on their attendance at fires, drills and meetings. A Member's firematic average will be calculated by simply dividing the number attended by that Member by the total number of each activity

Should any vacancy occur among the Fire Officers of the Company, such vacancy shall be filled for the unexpired term by progression and a special election will be called by the order of the President to fill the 2nd Lieutenant position. A line officer cannot advance rank unless he or she has at least one year of service at present rank. Any member who has held the specific rank or above would be eligible for the opening to be filled by election. No line officer with less than five years' experience as a line officer shall be allowed to move to the positions of Deputy Chief or above. In the event no present officer has the five years' experience, a special election will be held

#### **Article IV – Elections**

As stated above, to be eligible to hold any Fire Officer position a member must be in good standing, must comply with all applicable residency requirements, must have an average of sixty percent (60%) attendance at fires, drills, and meetings, and must have been a member for at least one (1) year beyond the probationary period. Additionally, the Member must satisfy the years of service required in specified Fire Officer positions to hold such position.

## Section 1: Election of Department Chief

- A. Eligibility
  - Any member to be nominated as Chief must have held the office of Deputy Chief or above in the River Edge Volunteer Fire Department
- B. The Chief must be nominated and elected annually and shall serve no more than two (2) consecutive elected years in office.
- C. The Chief is to be elected at the annual meeting of the whole department to be held on the third Thursday in the month of November at the Fire Headquarters selected by the Chief.
- D. The Department Secretary shall notify all the members of the Department at least forty-eight (48) hours prior to date of the Departmental meeting of the time and place of the meeting.
- E. The nomination made for Chief is as follows:
  - 1. When the present Chief is in his last year of service, the nominations shall be made by the Company that the present Chief does not belong to. In other circumstances, the nomination shall be made by the Company that the present Chief belongs to.
  - 2. The nomination shall be made by the respective Company at their regular October meeting and it shall be the duty of that Company's Secretary to post notice of said nomination, in writing, on the Bulletin Boards of both Companies, not later than November 3rd. Nominations for Chief can be made only upon a petition, signed by five (5) members of good standing, from each company. These petitions must be posted in writing on both Bulletin Boards not later than November 8th.
- F. If there is no contest for the office of Chief; the Secretary of the Department shall cast one ballot to elect the candidate nominated for Chief. If a second nomination for Chief by petition is utilized, the Chief shall be elected in accordance with the procedure enumerated in the Fire Department By-Laws.

After the election, the voting record will be submitted to the Borough Council for confirmation. The Borough Council will confirm the elected official at the next Council meeting. Any Member contesting the election, or any aspect thereof, will be afforded the opportunity to present their position at the Council meeting. Once confirmed by Borough Council, the Chief will be officially sworn in by the Mayor.

## Section 2: Election of Company Officers (Assistant Chief, Deputy Chief, Captains, First Lieutenants, Second Lieutenants)

- A. Eligibility:
  - A line officer cannot advance in rank unless he or she has at least one (1) year of service at present rank. Any member who has held the specific rank or above would be eligible for the opening to be filled by election. No line officer with less than five (5) years' experience as a line officer shall be allowed to move to the positions of Deputy Chief or above. To be eligible to serve as Assistant Chief, the individual must have held the position of Deputy Chief.
- B. All company officers shall be elected at the next regular Company meeting following the election of the Chief. If there is a challenge the election will be handled through a closed ballot.
- C. The regular meetings shall be held once each month at 8 o' clock P.M. on a day to be designated by the company at their next regular meeting following the election of the Chief; should any meeting fall on a holiday, the meeting shall be held on the same day of the following week or as ordered by the President.

- D. One third of the active roster constitutes a quorum for the transaction of all business and is required to elect any officer.

After the election, the voting record will be submitted to the Borough Council for approval. The Borough Council will confirm, or object to, the elected Officers at the next Council meeting. Any Member contesting the election, or any aspect thereof, will be afforded the opportunity to present their position at the Council meeting. If affirmed by Borough Council, the Fire Officer(s) will be officially sworn in by the Mayor.

### Section 3: Appeal/Challenge of Fire Officer Election and Appointment

Any Member may contest the election and/or appointment of a Fire Officer. Prior to the Council's confirmation and swearing in of that elected Officer, the Member may submit a statement of their position to the Council and appear at the Council meeting to present their objection. If the Member wishes to remain anonymous, Borough Council will consider any statement submitted in rendering its decision to confirm, or object to, that Fire Officer's appointment.

### **Article V – Board of Fire Officers**

The Chief, Assistant Chief, Deputy Chief, Captains and Lieutenants of each Company shall constitute the Board of Fire Officers. The Board shall administer the affairs of the Department when it is not on active duty, subject to the approval of the Mayor and Borough Council; enforce the by-laws of the Board and latest Borough Ordinances; promulgate and enforce the Department rules and regulations; and shall keep permanent records of all of its affairs, including, but not limited to alarms, hoses and equipment. The Board of Fire Officers shall decide matters affecting the morale of Department Members and general welfare.

The Board shall meet monthly, or more frequently if necessary, to transact business of the Department.

### **Article VI – Membership**

#### Section 1: Composition

The Fire Department shall consist of an active force to be limited to the number prescribed by state law. The Department shall consist of two (2) companies, known as Company 1 and Company 2, each of which shall be limited to fifty percent (50%) of the state allowance, including active exempts.

#### Section 2: Eligibility/Qualifications

A candidate for membership must:

- A. be a citizen of the United States;
- B. be at least 18 years of age;
- C. be a resident of the Borough of River Edge unless he/she complies with section 4 below;
- D. be sponsored by an active member in good standing of the Company to which the applicant is seeking membership; and
- E. submit an application on notarized Departmental application forms.

#### Section 3: New Members

A new member must serve one (1) year on probation, during which he or she is required to maintain a sixty percent (60%) average at all fires, drills, and meetings, and must have successfully complete the Bergen County Fire Academy's basic cinematic training course, Fire Fighter No. 1.

If a new member has had prior qualifying training and has not been inactive from the fire service for more than one (1) year, he may forgo the training requirement. However, he must have taken an approved course at a County or State School which will be approved by the Company investigating committee for transfer membership. The Investigating Committee will verify the course taken as it must be comparable to Fire Fighter No.1 at the Mahwah Bergen County Fire Academy. In the event a new member has not met the requirements of the Fire Dept., he/she shall be subject to dismissal. To accomplish this action, a vote shall be taken, with the majority rule applying. If a new member is so dismissed, his/her name shall be removed from the rolls and Mayor and Council notified as well as the other company, in writing.

A roster of all Officers, Committees, and Members, signifying their start date, type of Member (i.e., active, retired, exempt, non-exempt, etc.), certifications and position held, if applicable, shall be updated submitted to the Borough Administrator on January 15 of each year.

#### Section 4: Residency Requirement

Generally, all Fire Department members must be residents of the Borough of River Edge. However, a full time continuous member who has been a member in good standing, who moves to a bordering town (Paramus, Oradell, Hackensack, Teaneck or New Milford), may remain a member of the Fire Department in as much as he/she continues to comply to all of the by-laws and rules and regulations of the Department. This member as a non-resident retains all the existing rights and privileges that he/she enjoyed as a resident except that as a Fire Officer, he/she must resign his/her office at the end of that year.

A non-resident may only apply to the Fire Department if they are a resident of the following towns: Teaneck, Oradell, Paramus, New Milford, and Hackensack.

A non-resident member may run for a firematic office, but each company is limited to two (2) non-resident firematic officers at any one time. All non-members must live within three (3) driving miles of the Company he/she is a member, not a radius three (3) miles.

Full time non-resident membership will be limited to twenty-five percent (25%) of the allowed State membership quota per Company. Any resident who moves to another town, other than a bordering town, must resign within sixty (60) days.

#### Section 5: Duties

All Members of the Fire Department shall report immediately upon every alarm of fire, to the fire house and to convey, as soon as possible, the apparatus and equipment to or near the fire and to use them according to the direction of the officer in charge and if the apparatus should be gone, proceed to the fire and report to the officer in charge. In the absence of the Chief or the Company Officer, the most recent Ex-Chief or Senior Member shall assume command until relieved by a fire officer. While performing in this capacity, he/she shall have the same authority and responsibilities as an active officer.

Every member, while actively engaged at the fire scene or a scheduled Firematic activity shall strictly obey the orders of the Firematic Officers. Deliberate failure to obey the orders of the officers may lead to formal charges.

## Section 6: Membership Classifications and Requirements

### A. Certifications

All Members must comply with the State requirements for certifications of Volunteer Fire Fighters. The Secretary of each Company shall record and file copies of the Certifications held by each Member. Failure to comply with the State certification requirements may subject a Member to disciplinary action, up to and including removal.

### B. Attendance

Attendance will be recorded at all fires, drills and meetings. The averages of all Company Member's attendance at same will be presented monthly at the Company meeting. Member's attendance percentage will be calculated by simply dividing the number that Member attended by the total number of each activity.

#### i. Calculation of attendance averages.

It shall be the duty of the Captains of each Company to keep and record the attendance at all fires, drills, meetings, and present the averages for same at each monthly meeting of the Company. Any Member may challenge or dispute their average after review at the monthly Company meeting. Upon presentation at the monthly meeting of the Company, the Captain shall submit the averages, and supporting records, to the Borough Administrator for review. Any dispute over a Member's average that is not resolved in-house shall be submitted to the Borough Administrator and Council for review. The Captain shall also keep a record of all fires. These records and averages shall be kept in a separate book. At the end of each calendar year, one copy of these records shall be turned over to the Secretary of the Relief Association for permanent filing, and signed by the Captain responsible for the averages.

The Department shall use the National Fire Incident Reporting Software ("NFIRS") to record alarm data. If NFIRS is not used, the Captains shall keep a monthly analysis, organized by category, showing how attendance is calculated and reported. If NFIRS is used only for attendance at alarms, a master list for all drills, meetings and each category of additional approved activities shall also be presented to monthly at the Company meeting and submitted monthly to the Borough Administrator.

The Captain shall keep copies of all records in support of the monthly averages calculations and file same in the Chief's office. The records shall be retained in an organized manner according to alarms, drills, meetings, and any other approved activity. Any and all attendance records and calculations shall at no point be discarded. Records and calculations must be available for the Borough's review at any given time.

The attendance record for alarms and fires shall be created by the Captain of each Company, or in their absence the Officer in Charge. The Captain, or Officer in Charge, shall record the incident number, date, address and any other information deemed pertinent regarding the call. All reporting Members shall be required to sign the attendance sheet next to their pre-printed name upon reporting to an alarm. The legend on the attendance sheet shall be used for each call. All information on the sign-in sheet shall be reflective of the information placed into the NFIRS



for official reporting. Upon returning from the alarm, the Captain or Officer in Charge shall review and sign the attendance sheet certifying that the information contained therein is accurate. The attendance sheet shall then be placed in a locked drawer and retained.

Members are not entitled to credit for sick time, vacation time, time in quarters, as well as other time off.

Attendance sheets for all other activities must be maintained in the same manner. Further, the attendance reports must be clear as to what category the activity completed falls under, i.e., drills, meetings, rig checks, etc. Attendance credit in any category shall not exceed the actual amount of reported activities in such category in any given month. Credit shall not be awarded to a Member for any activity not expressly approved, in writing, by the Department.

ii. Members status.

Non-exempt Members. Any Member who has not completed seven (7) years of service with an average of sixty percent (60%) or better, as reported to the New Jersey State Firemans Associations, is a "non-exempt member". Non-exempt Members must maintain an average of sixty percent (60%) attendance at all fires, drills and meetings.

Exempt Members. Any Member who has completed seven (7) years of service with an average of sixty percent (60%) or better, as reported to the New Jersey State Firemans Associations, is an "exempt member". Exempt Members must maintain an average of forty-five percent (45%) attendance at all fires, drills and meetings.

iii. Removal.

To be considered a member in good standing, an Exempt Member must maintain a company average of forty-five percent (45%) attendance at all fires, drills, and meetings. Any Exempt Member who falls below a thirty percent (30%) company average will be subject to automatic dismissal as outlined herein.

To be considered a member in good standing, a Non-exempt Member must maintain a company average of sixty percent (60%) attendance at all fires, drills, and meetings. Any Non-exempt Member who falls below a thirty percent (30%) company average will be subject to automatic dismissal as outlined herein.

Any Member whose average falls below thirty percent (30%) by the end of any calendar year will be sent a letter that states his average is below thirty percent (30%) and that he/she is required in the following year to raise his/her average above thirty percent (30%) by year end or will be automatically dropped from the rolls of the River Edge Volunteer Fire Department on December 31st of the 2nd year.

C. Leave of Absence.

Nothing herein shall prevent any Member from being granted a leave of absence for a period not exceeding one year; provided, however, that application be first made to the Borough Council and approved by it.

**Article VII – Charge by Ranking Officer**

When the Department is attending a fire or other emergency, it shall be under the absolute control of the Chief of the Department. In the absence of the Chief, the Assistant Chief will be in charge. In the absence of the Assistant Chief, the Deputy Chief will be in charge. In the absence of the above officers, where both Captains are in attendance, the Captain from the Assistance Chief's Company shall be deemed the senior officer. In the absence of the above officers where both First Lieutenants are in attendance, the First Lieutenant from the Assistant Chief's Company shall be in charge. In the absence of the above officers, where both Second Lieutenants are in attendance, the Second Lieutenant from the Assistant Chief's Company shall be in charge. In the absence of the Chief or the Company Officer, the most recent Ex-Chief or Senior Member shall assume command until relieved by a fire officer. While performing in this capacity, he/she shall have the same authority and responsibilities of an active officer.

The Chief, Assistant Chief, Deputy Chief, or officer in command shall have general police power at all fires in any area of the Borough actually under the supervision and control of the Fire Department.

It shall be the duty of every Member of the Department to report immediately upon every alarm of fire, to the fire house and to convey, as soon as possible, the apparatus and equipment to or near the fire and to use them according to the direction of the officer in charge and if the apparatus should be gone, proceed to the fire and report to the officer in charge. Every member, while actively engaged at the fire scene or a scheduled Firematic activity shall strictly obey the orders of the Fire Officers. Deliberate failure to obey the orders of the officers may lead to formal charges.

#### **Article VIII – Refusal to Obey or Execute Orders**

Every member, while actively engaged at the fire scene or a scheduled Firematic activity shall strictly obey the orders of the Fire Officers. In the absence of the Chief or the Company Officer, the most recent Ex-Chief or Senior Member shall assume command until relieved by a fire officer. While performing in this capacity, he/she shall have the same authority and responsibilities of an active officer. Deliberate failure to obey the orders of the officers may lead to formal charges.

Any fire fighter or officer who, while on duty at any fire, drill, parade or inspection, shall refuse or neglect to obey or execute any orders from the officer in charge, or who having knowledge of the defective condition of any part of the apparatus, fire hydrants or equipment, shall fail to report the condition at once to one of the Chiefs, or who shall violate the constitution, bylaws, rules or regulations of the Department of this article shall be subject to reduction in rank, suspension or expulsion from the Department.

Any person having knowledge of any act of misconduct as set forth in the preceding subsection of any fire fighter or officer shall, within thirty (30) days of the alleged offense, submit a complaint to the Fire Chief who shall immediately, in writing, notify the fire fighter or officer so charged. Not less than five days following receipt of said notice by the person so charged, the charges shall be heard by the Board of Fire Officers, as herein before constituted, at a meeting called for the purpose, at which time the person or persons making the charges, together with their witnesses, if any, shall present the allegations, and the fire fighter or officer charged shall,

together with his witnesses, if any, be permitted to enter his defense. The Board of Fire Officers shall have the right to sustain the charges and issue a complaint or dismiss the charges, whichever they shall deem to be equitable and just and for the best interest of the Department.

In the event the Board of Fire Officers sustains the charges and issues a complaint, the complaint shall be presented to the Borough Council, or its designee, at its next regular meeting provided at least two of the following officers concur that a complaint should be made: Chief, Assistant Chief, Deputy Chief and Captains. The Borough Council, or its designee, shall hold a hearing on the charges and the parties to the action, together with their witnesses, shall have the right to appear at said meeting to be heard. If the charges are sustained, the Borough Council, or its designee, may reduce in rank, suspend or expel such Member from the Fire Department, whichever they shall deem to be equitable and just and for the best interest of the Department.

In the event of the nonappearance of the person charged or in the event the complaint issued by the Board of Fire Officers is affirmed on appeal, the Council may confirm the proposed action taken by the Board of Fire Officers or may modify the penalty or penalties proposed by said Board in such manner as they shall deem most equitable and just and in the best interest of the Department. In the event the Council shall reverse the findings of said Board as to any charge or charges, said charge or charges shall forthwith be dismissed.

Any officer in the Fire Department may be removed from office at any time by the Borough Council, or its designee, for neglect of duty or other just cause after charges thereof have been made and sustained, following a hearing before the Council, or its designee.

## **Article IX – Disciplinary Action**

### Section 1: Reprimand, Suspension or Dismissal

Any member of the Department shall be subject to punishment by reprimand, suspension or dismissal from the Department according to the nature and gravity of the offense or for any of the following causes:

- A. Willful disobedience of orders, failure to comply with the Fire Department standard operating procedures or standard operating guidelines.
- B. Disrespect to a superior officer.
- C. Refusal or failure to attend fires or fire drills.
- D. Immorality, indecency or lewdness.
- E. Neglect of duty.
- F. Violation of any criminal law.
- G. Conduct subversive of good order and discipline of the Department.
- H. Violation of any rule or order of the Fire Committee of the Borough Council.
- I. Conduct unbecoming a Fire Fighter.

### Section 2: Hearing of Charges; Notice of Decision

Charges against any Member of the Fire Department shall be made in writing under oath and filed with the Borough Clerk within ten (10) days after the offense is alleged to have been committed and specify, as near as possible, the time, place and circumstances of the offense. In

no case, however, shall charges be proffered without the written approval of the Chief of the Fire Department, except charges against the Chief.

In the event of potential suspension or dismissal, the President of the Company of the accused Member shall immediately after the reading of the charges, appoint three (3) members in good standing and the Vice President shall appoint two (2) members in good standing, making a committee (hereinafter referred to as the "Fire Committee") of five (5), to try the charges. The date, time and place of the hearing of said charges shall then be fixed by the Fire Committee at a meeting, which shall be specially convened for that purpose, and at least five days before the date so fixed for hearing, a written copy of said charges, together with a notice of the date, time and place of said hearing, shall be served on the member against whom the charges are made, either personally or by leaving the same at such member's usual place of abode. At the time, place and date fixed for the hearing of said charges, the Fire Committee shall hear the evidence adduced by all parties concerned and shall recommend a decision to the Mayor and Council. At all such hearings, the Fire Commissioner shall be the presiding officer. At all such hearings, the respondent, as well as the person making the charges, may have the assistance of counsel in the presentation of evidence relative to the facts at issue. At all such hearings, the Fire Committee shall have the assistance of the Borough Attorney. The hearing of said charges may be adjourned from time to time in the discretion of the Fire Committee; provided, however, that the Fire Committee shall render its recommendation to the Mayor and Council within fifteen (15) days following the conclusion of the hearing. At the next meeting of the Mayor and Council after receiving the recommendation of the Fire Committee, the Mayor and Council shall render its decision by a majority vote of the Council members present at the hearing, provided that in all cases a quorum shall be represented. The decision of the Mayor and Council shall be registered by motion and roll call vote, including the penalty, if any. Notice of the decision shall be mailed to the respondent.

### Section 3: Suspension by Chief; Filing of Charges

The Chief of the Fire Department shall have the right to suspend any member forthwith for any of the offenses enumerated in above, but in such case, charges shall be proffered against such member within five (5) business days thereafter.

### Section 4: Grievance Procedure

Any grievance or dispute which may arise between any Member of the River Edge Volunteer Fire Department and any Officer thereof concerning a firematic issue(s) or any proposed applicant for membership and any Officer thereof concerning the application process shall be settled in the following manner:

Step 1. The member or applicant, as the case may be, shall submit the grievance in writing to the Fire Chief within five (5) days of its occurrence. The Fire Chief shall attempt to resolve the matter and respond in writing to the member or applicant, as the case may be, within five (5) working days of his/her receipt of the written grievance.

Step 2. If the grievance is still unsettled, the member or applicant, as the case may be, shall, within five (5) working days from receipt of the answer required by Step 1,

submit the written grievance, together with all documentation supporting same, to the Borough Clerk for final resolution by the Borough Council within thirty (30) days of the Clerk's receipt thereof. The Borough Clerk shall provide notice to the grievant and Fire Chief as to the date and time on which the matter will be considered by the Borough Council. On that date and time, the grievant and Fire Chief may appear and present testimony and documentary evidence in support of their respective positions.

#### **Article X – Monthly Reports to Council/Business Administrator**

At each meeting, the Secretary shall call the roll and mark as absent all who have not attended at least a part of the meeting and shall render a record of meeting percentages to date.

Immediately upon the return from an alarm or drill and after the apparatus has been properly housed, the officer in command shall call the roll and all members not answering to the same, unless excused, shall be considered as non-attendants at such alarm. Any officer or most recent Ex-Chief or the senior man in charge shall be vested with the right to excuse any member from not returning to the fire house.

It shall be the duty of the Captains of each Company to keep and record the attendance at all fires, drills, meetings, and present the averages for same at each monthly meeting of the Company. Any Member may challenge or dispute their average after review at the monthly Company meeting. Upon presentation at the monthly meeting of the Company, the Captain shall submit the averages, and supporting records, to the Borough Administrator for review. Any dispute over a Member's average that is not resolved in-house shall be submitted to the Borough Administrator and Council for review. The Captain shall also keep a record of all fires. These records and averages shall be kept in a separate book. At the end of each calendar year, one copy of these records shall be turned over to the Secretary of the Relief Association for permanent filing, and signed by the Captain responsible for the averages.

A roster of all Officers, Committees, and Members, signifying their start date, type of Member (i.e., active, retired, exempt, non-exempt, etc.), certifications and position held, if applicable, shall be updated submitted to the Borough Administrator on January 15 of each year.

#### **Article XI – Reimbursement of Expenses/Clothing Allowance**

##### Section 1: Appropriation and payments to cover losses incurred

The governing body of the Borough of River Edge may by resolution appropriate and pay each year to any active volunteer fire fighter doing public fire duty under the control or supervision of the governing body such sum as in the judgment of the governing body will be sufficient to cover any losses incurred by him in attending upon fires in the municipality under and within which he may be doing public fire duty. The Municipal Clerk shall keep a true and complete list of the active volunteer fire fighters of the Borough. The total cost to the Borough in any year shall not exceed sixty thousand dollars (\$60,000.00).

To be eligible to receive the clothing allowance provided herein, all Members must timely submit all necessary payroll forms, including but not limited to an I-9 and W-4 or W-9, to the Borough Finance Department. The Borough will issue payroll checks, less applicable deductions,

on January 15 of each year to each Member entitled to clothing allowance for their performance of duties in the prior year via the Borough payroll system.

### Section 2: Eligibility

Any member who achieves an annual credit percentage of forty-five (45%) shall be entitled to receive the full clothing allowance for his/her rank. A Member's annual credit percentage is based strictly on their percentage of attendance at fires, drills and meetings. Members may be afforded "extra credit" for their performance of activities expressly authorized, in writing, as extra credit opportunities by the Chief. Any "extra credit" shall be assigned a number of points applicable to that specific activity as deemed appropriate by the Chief.

Any member who fails to achieve an annual credit percentage of forty-five percent (45%) shall receive a prorated percentage of the clothing allowance for his/her rank based upon the number of calls made.

### Section 3: Schedule of Payments

All eligible Officers and Members will receive compensation from the Borough Finance Department reflective of the amount afforded to that individual below based on the averages reported in the records submitted to the Borough. The annual clothing allowance for Fire Department Members shall be distributed as follows:

- A. Chief of the Department shall receive \$\_\_\_\_\_.
- B. Assistant Chief of the Department shall receive \$\_\_\_\_\_.
- C. Deputy Chief of the Department shall receive \$\_\_\_\_\_.
- D. Each Captain shall receive \$\_\_\_\_\_.
- E. Each 1st Lieutenant shall receive \$\_\_\_\_\_.
- F. Each 2nd Lieutenant shall receive \$\_\_\_\_\_.

The balance of the annual clothing allowance shall be distributed to all active members of the Fire Department in proportion to the number of alarms and drills attended by each active member for the prior calendar year. Said amount shall be calculated by dividing the balance of the annual clothing allowance by the total number of alarms and drills responded to by the Fire Department, which will equal a common value per alarm and drill. Each active member of the Fire Department shall be entitled to an annual clothing allowance in an amount equal the common value per alarm multiplied by the number of alarms and drills attended by that active member of the Fire Department. For purposes of this section, "active firefighters" shall be defined as those members of the Fire Department who respond to emergency service calls and have made a minimum of forty-five percent (45%) of the fire calls in the current year.

Members who performed their duties for less than one (1) full year:

- A. Any member who shall have been in attendance and performed his duties as a fire fighter in a given year for a period from zero (0) up to three (3) months shall receive twenty-five percent (25%) of the amount set forth in the above schedule of payment based upon the actual period served.

- B. Any member who shall have been in attendance and performed his duties as a fire fighter in a given year for a period of three (3) up to six (6) months shall receive fifty percent (50%) of the amount set forth in the above schedule of payment based upon the actual period served.
- C. Any member who shall have been in attendance and performed his duties as a fire fighter in a given year for a period from six (6) up to nine (9) months shall receive seventy-five (75%) of the amount set forth in the above schedule of payment based upon the actual period served.
- D. Any member who shall have been in attendance and performed his duties as fire fighter in a given year for a period from nine (9) up to twelve (12) months shall receive one hundred percent (100%) of the amount set forth in the above schedule of payment based upon the actual period served.

## **Article XII – By-Laws**

The By-Laws of the Fire Department shall be filed with the Borough Clerk after first having been presented to the Borough Council.

No part of the Department By-Laws shall be set aside or be suspended at any time, except when the proposed change is presented by a Member in writing. Such proposed amendment shall be read at one regular company meeting and shall be read at one Departmental meeting, all members being notified to attend the meeting, when action shall be taken and if after discussing the proposed change, a two-thirds majority of the members present shall vote in favor of its adoption, such amendment shall forthwith become a part of these by-laws. Any adopted amendments or revisions to the by-laws shall be presented to the Borough Council at its next meeting.

There shall be a Departmental By-Laws Committee appointed by the Chief with three (3) Members from each company. It shall be the duties of the By-Laws Committee to interpret the By-Laws of the River Edge Fire Department and the decision of the By-Laws Committee will be final. In the event of a tie, the Chief's vote breaks the tie.

## **Article XIII – Junior Firefighters Auxiliary**

### Section 1: Establishment.

There shall be established in the Borough of River Edge an auxiliary to the River Edge Volunteer Fire Department, to be known as the "Junior Firefighters Auxiliary." The members of the Junior Firefighters Auxiliary shall serve with the consent of the Mayor and Council, under the authority and supervision of the River Edge Volunteer Fire Department.

### Section 2: Age and residency requirement.

[Amended 4-19-2010 by Ord. No. 1695; 6-25-2018 by Ord. No. 18-13]

No person shall be eligible for membership in the Junior Firefighters Auxiliary who is younger than 16 years of age or older than 17 years of age. All applicants shall either reside within the Borough of River Edge or shall be related by blood, marriage, or adoption to an active member of the River Edge Fire Department.

Section 3: Parental/guardian permission.

[Amended 4-19-2010 by Ord. No. 1695]

Persons serving in the Junior Firefighters Auxiliary shall be required to obtain permission, annually, to participate in the Auxiliary from their parents or legal guardians. Such permission must be given in writing and acknowledged or proven in the same manner as is required by law for deeds to real estate to be recorded.

Section 4: (Reserved) [1]

[1]

*Editor's Note: Former § 33-6, Release and consent, was repealed 4-19-2010 by Ord. No. 1695.*

Section 5: Physical examination.

Members of the Junior Firefighters Auxiliary shall annually satisfy the physical examination requirement established by the Auxiliary's Rules and Regulations.

Section 6: Insurance coverage.

Members of the Junior Firefighters Auxiliary shall be provided with the same insurance coverage and the same amounts of coverage as is provided for regular members of the River Edge Volunteer Fire Department.

Section 7: Rules and regulations.

The Junior Firefighters Auxiliary shall be subject to rules and regulations. Said rules and regulations shall be formulated by the River Edge Volunteer Fire Department and approved by the Mayor and Council. Said rules and regulations shall be formulated and approved prior to the induction of a member into the Auxiliary. Said rules and regulations shall provide for the training of Auxiliary members for eventual membership in the River Edge Volunteer Fire Department and shall further provide that no junior firefighter will be required to perform duties which would expose him or her to the same degree of hazard as a regular member of the River Edge Volunteer Fire Department.

Section 8: Force and effect.

This article shall take effect and be enforced from and after its approval, as required by law.

Section 9: Employment.

[Added 7-2-2001 by Ord. No. 1343]

Any junior firefighter who shall be employed by the Borough of River Edge shall not respond to a fire alarm unless a direct order is received from the Chief of the Fire Department or his/her designee.

This Ordinance shall become effective immediately upon adoption and publication according to law.

ATTEST:

APPROVED:



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Stephanie Evans

Borough Clerk

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Ellen Busted

Council President

**BOROUGH OF RIVER EDGE**  
**RESOLUTION #19-359**

**Enter into Agreement with Atlantic Coast Fibers, 101 7th Street, Passaic, New Jersey 07055**

WHEREAS, the Borough of River Edge has included the collection of newspaper, mixed news and co-mingled containers as part of its recycling program in an effort to reduce solid waste; and

WHEREAS, Atlantic Coast Fibers has agreed to enter into a three (3) year contract beginning November 1, 2017 with two (2) 1 year options under the terms and conditions with the Borough of River Edge for the disposal of newspaper, mixed news and co-mingled containers; and

WHEREAS, N.J.S.A. Section 40A:11-5(1)(s) and N.J.S.A. 40A:11-36 permits the awarding of a contract without competitive bidding for the marketing of recyclables; and

WHEREAS, the Borough Attorney and Superintendent of Public Works have prepared a contract containing the approved terms and conditions of the sale.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Clerk are authorized to enter into an agreement for option year 3 from November 1, 2019 to November 1, 2020 with Atlantic Coast Fibers, 101 7th Street, Passaic, New Jersey, 07055.

November 12, 2019

|         | Motion | Second | Yes | No | Abstain | Absent |
|---------|--------|--------|-----|----|---------|--------|
| Busteed |        |        |     |    |         |        |
| Chinigo |        |        |     |    |         |        |
| Davis   |        |        |     |    |         |        |
| Gautier |        |        |     |    |         |        |
| Kaufman |        |        |     |    |         |        |
| Papaleo |        |        |     |    |         |        |

I hereby certify that this resolution, consisting of 1 page(s), was adopted at a meeting of the Borough Council of the Borough of River Edge, held on this 12<sup>th</sup> day of November, 2019.

\_\_\_\_\_  
Stephanie Evans, Borough Clerk

**BOROUGH OF RIVER EDGE**  
**RESOLUTION #19-360**

**Confirm Endorsement of Community Development Project**

WHEREAS, a Bergen County Community Development Grant totaling \$180,851.61 has been proposed by the Borough of River Edge for 2020 CDBG Reservoir Avenue Road Improvements in the municipality of River Edge; and

WHEREAS, pursuant to the State Interlocal Services Act, Community Development funds may not be spent in a municipality without authorization by the Governing Body; and

WHEREAS, the aforesaid project is in the best interest of the people of River Edge; and

WHEREAS, this resolution does not obligate the financial resources of the municipality and is intended solely to expedite expenditure of the aforesaid Community Development application.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of River Edge hereby confirms endorsement of the aforesaid project.

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to the Director of the Bergen County Community Development, Robert G. Esposito, One Bergen County Plaza, 4<sup>th</sup> Floor, Hackensack, New Jersey 07601 so that implementation of the aforesaid project may be expedited.

November 12, 2019

|         | Motion | Second | Yes | No | Abstain | Absent |
|---------|--------|--------|-----|----|---------|--------|
| Busteed |        |        |     |    |         |        |
| Chinigo |        |        |     |    |         |        |
| Davis   |        |        |     |    |         |        |
| Gautier |        |        |     |    |         |        |
| Kaufman |        |        |     |    |         |        |
| Papaleo |        |        |     |    |         |        |

I hereby certify that this resolution, consisting of 1 page(s), was adopted at a meeting of the Borough Council of the Borough of River Edge, held on this 12<sup>th</sup> day of November, 2019.

\_\_\_\_\_  
Stephanie Evans, Borough Clerk

**COSTA ENGINEERING CORPORATION**  
**325 SOUTH RIVER STREET**  
**HACKENSACK, NJ 07601**

**Engineers Estimate**

**Reservoir Avenue - Curb Replacement, Milling and Paving.**  
**Bogert Road to Kinderkamack Road**  
**Borough of River Edge, Bergen County, NJ**  
 10/25/2019

| <b>Item No.</b> | <b>BASE BID Description</b>  | <b>Unit</b> | <b>Quantity</b> | <b>Unit Price</b> | <b>Total Cost</b> |
|-----------------|--|-------------|-----------------|-------------------|-------------------|
| 1               | Performance & Payment Bond   | L.S.        | 1               | \$ 3,083.70       | \$ 3,083.70       |
| 2               | Owners & Contractors Project Liability Insurance   | L.S.        | 1               | \$ 1,541.85       | \$ 1,541.85       |
| 3               | Mobilization   | L.S.        | 1               | \$ 5,000.00       | \$ 5,000.00       |
| 4               | Clearing Site (Includes Excavation Unclassified & Sawcutting)  | L.S.        | 1               | \$ 5,000.00       | \$ 5,000.00       |
| 5               | Final Clean Up   | L.S.        | 1               | \$ 5,000.00       | \$ 5,000.00       |
| 6               | Traffic Control (Included Cones, Drums, Breakaway Barricade, Type III & Construction signs)  | L.S.        | 1               | \$ 2,500.00       | \$ 2,500.00       |
| 7               | HMA Milling, 3" or less (2" Pay Limit)   | S.Y.        | 3000            | \$ 6.00           | \$ 18,000.00      |
| 8               | HMA 12.5 M64 Surface Course, 2" Thick (includes leveling)  | Ton         | 415             | \$ 100.00         | \$ 41,500.00      |
| 9               | HMA 19.5 M64 Base Course, 4" Thick   | Ton         | 115             | \$ 90.00          | \$ 10,350.00      |
| 10              | 9"x 18" Concrete Vertical Curb, 4,500psi, w/Polypropylene fibers, Sealed w/Sikagard 701W or approved equal and includes any necessary sawcutting | L.F.        | 1,800           | \$ 35.00          | \$ 63,000.00      |
| 11              | Concrete Sidewalk at ADA Ramp, 6" Thick, w/Polypropylene fibers & Sikagard 701W or approved equal  | S.Y.        | 50              | \$ 80.00          | \$ 4,000.00       |
| 12              | Detectable Warning Surface (Cast in place)   | S.Y.        | 4               | \$ 300.00         | \$ 1,200.00       |
| 13              | 24" Traffic Stripes, Hot Extruded Thermoplastic, White   | L.F.        | 35              | \$ 5.00           | \$ 175.00         |
| 14              | 12" Traffic Stripes, Hot Extruded Thermoplastic, White   | L.F.        | 150             | \$ 4.00           | \$ 600.00         |
| 15              | 4" Double Traffic Stripes, Hot Extruded Thermoplastic, Yellow  | L.F.        | 200             | \$ 3.00           | \$ 600.00         |
| 16              | Yellow Curb Paint  | L.F.        | 200             | \$ 5.00           | \$ 1,000.00       |
| 17              | Topsoiling, 5" Thick   | S.Y.        | 210             | \$ 3.00           | \$ 630.00         |
| 18              | Fertilizing and Seeding, Tall Fescue   | S.Y.        | 210             | \$ 2.00           | \$ 420.00         |
| 19              | Straw Mulching   | S.Y.        | 210             | \$ 1.00           | \$ 210.00         |
| 20              | Fuel Price Adjustment  | %Allow      | 1               | \$ 100.00         | \$ 100.00         |
| 21              | Asphalt Price Adjustment   | %Allow      | 1               | \$ 500.00         | \$ 500.00         |

**TOTAL BASE BID \$ 164,410.55**

**TOTAL BASE BID \$ 16,441.06**

**TOTAL BASE BID \$ 180,851.61**

**Prepared By: COSTA ENGINEERING CORPORATION**

**SAMPLE MUNICIPAL ENDORSING RESOLUTION FOR  
BERGEN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT**

**WHEREAS** a Bergen County Community Development Block Grant totaling \$ \_\_\_\_\_ Amount  
**has been proposed by** \_\_\_\_\_ Name of Organization  
**for** \_\_\_\_\_ Name of Project  
**in the municipality of** \_\_\_\_\_, **and**

**WHEREAS** pursuant to the State Interlocal Services Act, Community Development funds may not be spent in a municipality without authorization by the Governing Body, and

**WHEREAS** aforesaid project is in the best interest of the people of \_\_\_\_\_ Name of Municipality  
**and**

**WHEREAS** this resolution does not obligate the financial resources of the municipality and is intended solely to expedite expenditure of the aforesaid Community Development application.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of \_\_\_\_\_ Name of Municipality  
**hereby confirms endorsement of the aforesaid project, and**

**BE IT FURTHER RESOLVED**, that a copy of this resolution shall be sent to the Director of the Bergen County Division of Community Development (Robert G. Esposito, Director; Bergen County Division of Community Development; One Bergen County Plaza, 4th Floor; Hackensack, NJ 07601) so that implementation of the aforesaid project may be expedited.

**BOROUGH OF RIVER EDGE**  
**RESOLUTION #19-361**

**Award Bid for the 2018 Municipal Aid Program for Bogert Road (Section 2) Howland Avenue (Section 7, Phase V) Road Improvement Project to American Asphalt & Milling Services, LLC**

WHEREAS, the Clerk was authorized to go out for bid for the 2018 Municipal Aid Program for Bogert Road (Section 2) Howland Avenue (Section 7, Phase V) Road Improvement Project via resolution #19-334 dated October 7, 2019; and

WHEREAS, the Borough of River Edge received five (5) sealed bids on October 29, 2019, the lowest from American Asphalt & Milling Services, LLC in the amount of \$391,497.93; and

WHEREAS, the lowest bid from American Asphalt & Milling Services, LLC has been reviewed by the Borough Engineer and the Borough Attorney; and

WHEREAS, the Chief Financial Officer has certified that funds are available from Account #C-04-18-024-200 of the Capital Fund in the amount not to exceed \$391,497.93.

NOW, THEREFORE BE IT RESOLVED that the bid is hereby awarded to American Asphalt & Milling Services LLC, 96 Midland Avenue, Kearny, New Jersey 07032 in the amount of \$391,497.93 and the Mayor and Clerk are hereby authorized to sign said contract for the Borough.

November 12, 2019

|         | Motion | Second | Yes | No | Abstain | Absent |
|---------|--------|--------|-----|----|---------|--------|
| Busteed |        |        |     |    |         |        |
| Chinigo |        |        |     |    |         |        |
| Davis   |        |        |     |    |         |        |
| Gautier |        |        |     |    |         |        |
| Kaufman |        |        |     |    |         |        |
| Papaleo |        |        |     |    |         |        |

I hereby certify that this resolution, consisting of 1 page(s), was adopted at a meeting of the Borough Council of the Borough of River Edge, held on this 12<sup>th</sup> day of November, 2019.

\_\_\_\_\_  
Stephanie Evans, Borough Clerk

**BOGERT ROAD AND HOWLAND AVENUE IMPROVEMENTS PROJECT**

PROJECT NO.: RE17-0329

Bid Opening October 29, 2019 at 10:30 A.M.  
Borough of River Edge

| COMPANY NAME                                 | ADDRESS                                       | CONTACT              | PHONE        | FAX          | BASE BID       |
|--|---|----------------------|--------------|--------------|----------------|
| ✓ CIFELLI & SON GENERAL<br>CONSTRUCTION INC. | 4 COPPOLA STREET, NUTLEY,<br>NEW JERSEY 07110 | LISA CIFELLI         | 973-235-0302 | 973-235-0456 | 484,339.00     |
| ✓ MARINI BROTHERS CONST. CO., INC            | 9 LAFAYETTE STREET,<br>HACKENSACK, NJ 07601   | MIKE DANIEL          | 201-488-4127 | 201-488-4107 | 437,651.50 (3) |
| ✓ Y.W. CONSTRUCTION, INC.                    | 404 COIT STREET, ST.<br>IRVINGTON, NJ 07111   | GIL COSTA            | 973-849-6614 | 973-900-9184 | 567,609.45     |
| ZUCCARO INC.                                 | 248 ALBERTA DRIVE, SADDLE<br>BROOK, NJ 07663  | SALVATORE<br>ZUCCARO | 973-472-9554 | 973-472-9653 |                |
| CONCRETE CONSTRUCTION CORP.                  | P.O. BOX 4063, SOUTH<br>HACKENSACK, NJ 07606  |                      | 201-342-4215 |              |                |
| ✓ D & L PAVING CONTRACTORS, INC.             | 681 FRANKLIN AVE, NUTLEY,<br>NJ 07110         | JOE<br>MATARAZZO     | 973-667-7300 | 973-667-1190 | 434,040.70 (2) |
| ✓ AMERICAN ASPHALT & MILLING<br>SERVICES LLC | 96 MIDLAND AVENUE, KEARNY,<br>NJ 07032        | PATRICK<br>ORTIZ     | 908-202-4799 | 201-991 9201 | 391,497.93 (1) |



**COSTA ENGINEERING CORPORATION**

Professional Engineers • Surveyors • Planners  
325 So. River Street, Suite 302, Hackensack, NJ 07601

Tel (201) 487-0015  
Fax (201) 487-5122

Please Reply To:  
325 So. River Street  
Hackensack, NJ 07601

State of NJ Certificate of Authorization No. 276726

November 1, 2019

Mr. Raymond Poerio, Administrator  
Borough of River Edge  
705 Kinderkamack Road  
River Edge, NJ 07661

**RE: 2018 Bogert Road and Howland Avenue Improvements Project  
Borough of River Edge  
Bergen County, New Jersey**

Dear Mr. Poerio:

Our office has reviewed the Bids accepted on October 30, 2019 for **2018 Bogert Road and Howland Avenue Improvements Project**, and based on the bid tabulation, **American Asphalt & Milling Services LLC** located at 96 Midland Avenue, Kearny, NJ 07032 is the lowest bidder for the aforementioned project with a total base bid of **\$391,497.93**.

Therefore, it is my recommendation to the Borough of River Edge that **American Asphalt & Milling Services LLC** be awarded the contract for the base bid of **\$391,497.93** subject to the review by the Borough Attorney of all pertinent documents.

Please find attached "Bid Summary"

Should you require additional information or have any further questions, please do not hesitate to contact our office at (201) 487-0015.

Very truly yours,

**COSTA ENGINEERING CORPORATION**

Robert L. Costa, P.E., P.P. & C.M.E.  
River Edge Borough Engineer

cc: The Honorable Mayor & Council  
Stephanie Evans, Borough Clerk



**COSTA ENGINEERING CORPORATION**  
**325 SOUTH RIVER STREET**  
**HACKENSACK, NJ 07601**

**BID SUMMARY**  
**2018 BOGERT ROAD AND HOWLAND AVENUE IMPROVEMENTS PROJECT**  
 Borough of River Edge, Bergen County, NJ

November 1, 2019

| Item No. | BASE BID Description  | Unit | Quantity | American Asphalt & Milling LLC<br>96 Midland Avenue<br>Keamy, NJ 07032 |              | D&L Paving Contractors<br>491 Franklin Avenue<br>Nutley, NJ 07110 |               | Marlin Brothers Constr. Co., Inc. |              |
|----------|---|------|----------|--|--------------|---|---------------|-----------------------------------|--------------|
|          |   |      |          | Unit Price   | Total Cost   | Unit Price  | Total Cost    | Unit Price                        | Total Cost   |
| 1        | Item has been removed   | L.S. | -        |  |              |   |               |                                   |              |
| 2        | Item has been removed   | L.S. | -        |  |              |   |               |                                   |              |
| 3        | Mobilization  | L.S. | -        |  |              |   |               |                                   |              |
| 4        | Silt Fence  | L.F. | 1,400    | \$ 0.01  | \$ 14.00     | \$ 5.00   | \$ 7,000.00   | \$ 8,000.00                       | \$ 8,000.00  |
| 5        | Clearing Site (Includes Excavation Unclassified & Sawcutting)   | L.S. | 1        | \$ 28,891.00   | \$ 28,891.00 | \$ 7,500.00   | \$ 7,500.00   | \$ 45,000.00                      | \$ 46,000.00 |
| 6        | Final Clean Up  | L.S. | 1        | \$ 3,000.00  | \$ 3,000.00  | \$ 1.00   | \$ 1.00       | \$ 7,000.00                       | \$ 7,000.00  |
| 7        | Traffic Cones   | Unit | 100      | \$ 1.00  | \$ 100.00    | \$ 10.00  | \$ 1,000.00   | \$ 1.00                           | \$ 100.00    |
| 8        | Traffic Drums   | Unit | 100      | \$ 1.00  | \$ 100.00    | \$ 0.01   | \$ 1.00       | \$ 1.00                           | \$ 100.00    |
| 9        | Breakaway Barricade, Type III   | Unit | 20       | \$ 1.00  | \$ 20.00     | \$ 0.01   | \$ 0.20       | \$ 1.00                           | \$ 20.00     |
| 10       | Construction Signs  | S.F. | 225      | \$ 0.01  | \$ 2.25      | \$ 10.00  | \$ 2,250.00   | \$ 3.00                           | \$ 675.00    |
| 11       | HMA Milling, 3" or less (2" Pay Limit)  | S.Y. | 5,725    | \$ 5.45  | \$ 31,200.75 | \$ 5.25   | \$ 30,061.50  | \$ 6.00                           | \$ 34,350.00 |
| 12       | HMA 12.5 MB4 Surface Course, 2" Thick (Includes leveling)   | Ton  | 780      | \$ 88.00   | \$ 68,640.00 | \$ 77.00  | \$ 60,030.00  | \$ 83.00                          | \$ 65,570.00 |
| 13       | HMA 19 MB4 Base Course, 4" Thick (road widening area only)  | Ton  | 148      | \$ 0.01  | \$ 1.48      | \$ 65.00  | \$ 9,620.00   | \$ 80.00                          | \$ 11,840.00 |
| 14       | Item has been removed   | S.Y. | 518      | \$ 0.01  | \$ 5.18      | \$ 9.00   | \$ 4,662.00   | \$ 1.00                           | \$ 518.00    |
| 15       | Reset Incur/Menthole Casting (if & where directed)  | Unit | 1        | \$ 300.00  | \$ 300.00    | \$ 500.00   | \$ 500.00     | \$ 1.00                           | \$ 1.00      |
| 16       | Reconstruct Incur/Menthole Including New Casting  | Unit | 1        | \$ 1,300.00  | \$ 1,300.00  | \$ 1,800.00   | \$ 1,800.00   | \$ 1,500.00                       | \$ 1,500.00  |
| 17       | Item has been removed   | -    | 0        |  |              |   |               |                                   |              |
| 18       | Item has been removed   | -    | 0        |  |              |   |               |                                   |              |
| 19       | Type N ECCO Curb Piece (various sizes)  | Unit | 1        | \$ 350.00  | \$ 350.00    | \$ 300.00   | \$ 300.00     | \$ 300.00                         | \$ 300.00    |
| 20       | Menthole Casting (various sizes)  | Unit | 1        | \$ 1,000.00  | \$ 1,000.00  | \$ 1,000.00   | \$ 1,000.00   | \$ 800.00                         | \$ 800.00    |
| 21       | Bicycle Side Grate  | Unit | 1        | \$ 350.00  | \$ 350.00    | \$ 300.00   | \$ 300.00     | \$ 350.00                         | \$ 350.00    |
| 22       | Belgian Block Header Curb (includes concrete foundation)  | L.F. | 150      | \$ 40.00   | \$ 6,000.00  | \$ 50.00  | \$ 7,500.00   | \$ 40.00                          | \$ 6,000.00  |
| 23       | 8" x 18" Concrete Vertical Curb, w/Polypropylene fibers & Silagard 701W or approved equal                   | L.F. | 2,312    | \$ 35.00   | \$ 80,920.00 | \$ 33.00  | \$ 76,296.00  | \$ 36.00                          | \$ 83,232.00 |
| 24       | Detachable Warning Surface (Cast In place)  | S.Y. | 10       | \$ 250.00  | \$ 2,500.00  | \$ 300.00   | \$ 3,000.00   | \$ 175.00                         | \$ 1,750.00  |
| 25       | Concrete Sidewalk, 5" Thick, w/Polypropylene fibers & Silagard 701W or approved equal (if & where directed) | S.Y. | 1,172    | \$ 72.00   | \$ 84,384.00 | \$ 95.00  | \$ 111,340.00 | \$ 75.00                          | \$ 87,900.00 |
| 26       | Concrete Sidewalk at ADA Ramp, 6" Thick, w/Polypropylene fibers & Silagard 701W or approved equal           | S.Y. | 65       | \$ 82.00   | \$ 5,330.00  | \$ 110.00   | \$ 7,150.00   | \$ 78.00                          | \$ 4,940.00  |
| 27       | 24" Traffic Strip, Hot Extruded Thermoplastic, White  | L.F. | 395      | \$ 3.50  | \$ 1,382.50  | \$ 5.00   | \$ 1,975.00   | \$ 8.00                           | \$ 3,160.00  |
| 28       | 12" Traffic Strip, Hot Extruded Thermoplastic, White  | L.F. | 539      | \$ 1.50  | \$ 808.50    | \$ 2.00   | \$ 1,078.00   | \$ 4.00                           | \$ 2,156.00  |
| 29       | 8" Traffic Strip, Hot Extruded Thermoplastic, White   | L.F. | 289      | \$ 1.30  | \$ 375.70    | \$ 2.00   | \$ 588.00     | \$ 3.00                           | \$ 867.00    |
| 30       | 4" Double Traffic Strip, Hot Extruded Thermoplastic, Yellow   | L.F. | 1,604    | \$ 0.65  | \$ 1,042.60  | \$ 1.00   | \$ 1,604.00   | \$ 1.75                           | \$ 2,807.00  |
| 31       | 4" Traffic Strip, Hot Extruded Thermoplastic, White   | L.F. | 1,584    | \$ 0.85  | \$ 1,346.40  | \$ 1.00   | \$ 1,584.00   | \$ 1.75                           | \$ 2,772.00  |
| 32       | Traffic Markings, Hot Extruded Thermoplastic, Various Colors  | S.F. | 480      | \$ 7.00  | \$ 3,360.00  | \$ 7.00   | \$ 3,360.00   | \$ 6.00                           | \$ 2,880.00  |

|                       |   |      |       |    |          |    |           |    |          |    |           |                   |           |                   |           |
|-----------------------|---|------|-------|----|----------|----|-----------|----|----------|----|-----------|-------------------|-----------|-------------------|-----------|
| 33                    | Yellow/Blue Curb Paint  | L.F. | 300   | \$ | 1.20     | \$ | 360.00    | \$ | 2.00     | \$ | 600.00    | \$                | 5.00      | \$                | 1,500.00  |
| 34                    | Traffic Signs (Includes Break-a-Way U-Post)   | S.F. | 100   | \$ | 40.00    | \$ | 4,000.00  | \$ | 45.00    | \$ | 4,500.00  | \$                | 20.00     | \$                | 2,000.00  |
| 35                    | Topsoiling, 5" Thick  | S.Y. | 1,000 | \$ | 0.01     | \$ | 10.00     | \$ | 4.00     | \$ | 4,000.00  | \$                | 5.00      | \$                | 5,000.00  |
| 36                    | Fertilizing & Seeding (Tall Fescue or Type A-2/Hydroseed)                                   | S.Y. | 1,000 | \$ | 0.01     | \$ | 10.00     | \$ | 1.00     | \$ | 1,000.00  | \$                | 1.00      | \$                | 1,000.00  |
| 37                    | Stump Munching  | S.Y. | 1,000 | \$ | 0.01     | \$ | 10.00     | \$ | 0.01     | \$ | 10.00     | \$                | 1.00      | \$                | 1,000.00  |
| 38                    | Trees Removal (Including stump removal)   | Unit | 2     | \$ | 3,000.00 | \$ | 6,000.00  | \$ | 3,000.00 | \$ | 6,000.00  | \$                | 4,500.00  | \$                | 9,000.00  |
| 39                    | Trees 2 & 1/2 Cal. (if and where directed)  | Unit | 4     | \$ | 1,000.00 | \$ | 4,000.00  | \$ | 500.00   | \$ | 2,000.00  | \$                | 800.00    | \$                | 3,200.00  |
| 40                    | Reset Favers  | S.Y. | 82    | \$ | 0.01     | \$ | 0.82      | \$ | 125.00   | \$ | 10,250.00 | \$                | 40.00     | \$                | 3,280.00  |
| 41                    | Keystone Retaining Wall   | S.F. | 950   | \$ | 50.00    | \$ | 47,500.00 | \$ | 60.00    | \$ | 57,000.00 | \$                | 35.00     | \$                | 33,250.00 |
| 42                    | Item has been removed   |      |       |    |          |    |           |    |          |    |           |                   |           |                   |           |
| 43                    | Miscellaneous Concrete (4500 psi w/ polypropylene fibers & Sikagard 701W or approved equal) | C.Y. | 6     | \$ | 300.00   | \$ | 1,800.00  | \$ | 250.00   | \$ | 1,500.00  | \$                | 150.00    | \$                | 900.00    |
| 44                    | Fuel Price Adjustment   | ALLO | 1     | \$ | 500.00   | \$ | 500.00    | \$ | 500.00   | \$ | 500.00    | \$                | 500.00    | \$                | 500.00    |
| 45                    | Asphalt Price Adjustment  | ALLO | 1     | \$ | 1,000.00 | \$ | 1,000.00  | \$ | 1,000.00 | \$ | 1,000.00  | \$                | 1,000.00  | \$                | 1,000.00  |
| <b>TOTAL BASE BID</b> |   |      |       |    |          |    |           |    |          |    | <b>\$</b> | <b>434,040.70</b> | <b>\$</b> | <b>437,581.50</b> |           |

Prepared By: COSTA ENGINEERING CORPORATION

Robert L. Costa, P.E.



**BOROUGH OF RIVER EDGE**  
**RESOLUTION #19-362**

**Award Contract to Quikteks for IT Services Related to Hardware Installation and Cloud Configuration for the Borough of River Edge**

WHEREAS, there exists a need for IT services, such as, the installation of hardware and cloud configuration system as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and

WHEREAS, the Chief Financial Officer has determined and certified in writing that the annual value of the service may exceed \$17,500; and

WHEREAS, the anticipated term of this contract will be less then a year; and

WHEREAS, Quikteks has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Borough of River Edge elected officials in the previous one year, which would prohibit the award of this contract and that the contract will prohibit Quikteks from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer has certified that funds are available from Account #C04-19-013-101 of the Capital Fund in the amount of \$17,000.00; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of River Edge as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute the attached agreement with Quikteks, 373 Route 46, Fairfield, New Jersey 07004 in the amount not to exceed \$17,000.00.
2. The Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution; and
3. This contract is awarded without competitive bidding as a "Professional Service" in accordance with 40A:11-5(1)(a) of the Local Public Contracts Law.
4. A notice of this action shall be printed once in The RIDGEWOOD NEWS.

November 12, 2019

|         | Motion | Second | Yes | No | Abstain | Absent |
|---------|--------|--------|-----|----|---------|--------|
| Busteed |        |        |     |    |         |        |
| Chinigo |        |        |     |    |         |        |
| Davis   |        |        |     |    |         |        |
| Gautier |        |        |     |    |         |        |
| Kaufman |        |        |     |    |         |        |
| Papaleo |        |        |     |    |         |        |

I hereby certify that this resolution, consisting of 1 page(s), was adopted at a meeting of the Borough Council of the Borough of River Edge, held on this 12<sup>th</sup> day of November, 2019.

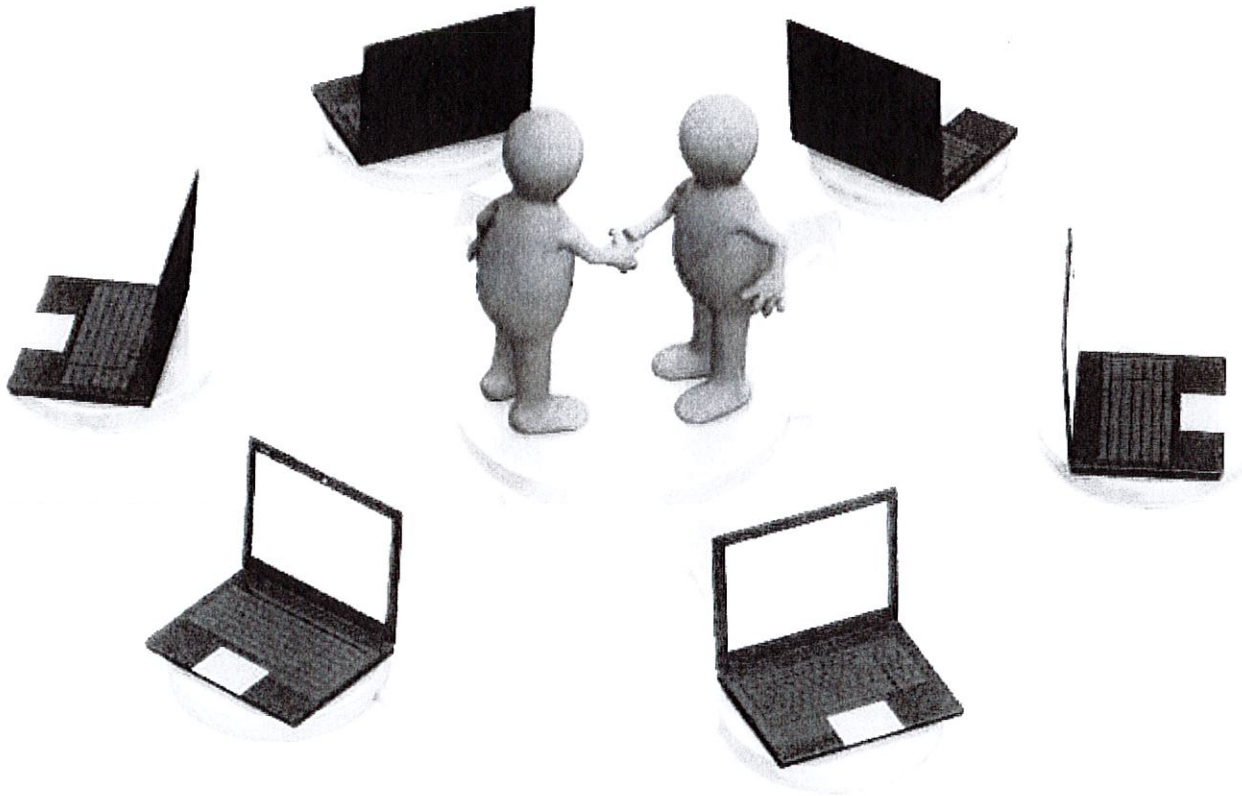
\_\_\_\_\_  
Stephanie Evans, Borough Clerk

**We have prepared a quote for you**

**Technology Recommendations**

**Quote #003777**

Version 1



**Borough of River Edge**






**Customer:**


**Borough of River Edge**  
 Ray Poerio  
 705 Kinderkamack Road  
 River Edge, NJ 07661  
[RPoerio@riveredgenj.org](mailto:RPoerio@riveredgenj.org)


**Quikteks Rep:**

**Nick Tammaro**  
 Vice President  
 973-882-4644 x201  
[ntammaro@quikteks.com](mailto:ntammaro@quikteks.com)




| Backup solution   |   | Price    | Qty | Extended          |
|---|---|----------|-----|-------------------|
|    | VSPHERE 6 ESSL KIT 3 HOSTS MAX 2 PROCS PER HOST | \$495.00 | 1   | \$495.00          |
|  | Subscription VSPHERE 6 ESSL KIT 1YR             | \$65.00  | 1   | \$65.00           |
|  | VEEAM Essential Standard- PUBLIC SECTOR         | \$815.00 | 1   | \$815.00          |
|  | Synology 5 Bay NAS DiskStation DS1019+          | \$695.00 | 1   | \$695.00          |
|  | 4 TB 3.5" Internal Hard Drive for NAS           | \$135.00 | 3   | \$405.00          |
| <b>Backup solution Subtotal</b>   |   |          |     | <b>\$2,475.00</b> |

| Network organization project  |  | Price    | Qty | Extended          |
|---|--|----------|-----|-------------------|
|  | <p>Project labor</p> <p>Quikteks will install a loaner box onsite to perform a physical to virtual conversion of the current 2016 Server operating system, then install VMware on the Dell Poweredge T440 to create a new virtual platform. Quikteks will map all of the Borough PCs to the Domain controller. Quikteks will spin up a Windows 10 operating system for the additional Veeam platform which will backup the new virtual Host. Configure Veeam to send backups to a new Synology NAS.</p> <p>Quikteks will map all PCs to the server which will centralize administration and file storage. The security standards will meet or exceed the JIF cyber security requirements.</p> <p>Quikteks will organize the network by removing all unnecessary routers and switches and moving all of the PCs to the same subnet. This will require testing of wiring and possibly reallocating patch cables.</p> | \$150.00 | 26  | \$3,900.00        |
|   | <b>Network organization project Subtotal</b>   |          |     |                   |
|   |  |          |     | <b>\$3,900.00</b> |

| Project Labor to migrate email to 365   |  | Price    | Qty               | Extended   |
|---|--|----------|-------------------|------------|
|  | <p>Email migration project</p> <p>Labor includes setting up new accounts (80 mailboxes) on Microsoft's 365 hosted service (365 Subscription purchased separate through an ASOG vendor), migrating all of your historical email to the new hosted service, change your MX records to point to the new service. Quikteks will configure Outlook clients for the new account settings, assist set up of mobile devices and Outlook Web Access. Once migrated Quikteks will decommission the in-house Exchange server.</p> | \$150.00 | 18                | \$2,700.00 |
|   | <b>Project Labor to migrate email to 365 Subtotal</b>  |          |                   |            |
|   |  |          | <b>\$2,700.00</b> |            |

### Labor to migrate data to 365 One drive & Sharepoint

|   |   | Price    | Qty | Extended          |
|---|---|----------|-----|-------------------|
|  | 365 migration project   | \$150.00 | 12  | \$1,800.00        |
|   | Labor includes creating new 365 sharepoint site(s) and migrating data. Assisting users with individual storage and migration. |          |     |                   |
| <b>Labor to migrate data to 365 One drive &amp; Sharepoint Subtotal</b>           |   |          |     | <b>\$1,800.00</b> |

### Recap

|   |                    |
|---|--------------------|
| Backup solution                                     | \$2,475.00         |
| Network organization project                        | \$3,900.00         |
| Project Labor to migrate email to 365               | \$2,700.00         |
| Labor to migrate data to 365 One drive & Sharepoint | \$1,800.00         |
| <i>Subtotal</i>                                     | <b>\$10,875.00</b> |
| <b>Total</b>  | <b>\$10,875.00</b> |

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date