

Township of South Hackensack
Bergen County, New Jersey
April 5, 2012 7:30 P.M.
Worksession Meeting
MINUTES

Gary C. Brugger, MayorPresent
Frank CagasPresent
Walter Eckel, Jr.Present
William ReganPresent
Vincent StefanoAbsent

Also present:

Linda LoPiccolo, Municipal Clerk
David V. Nasta, Esq., Municipal Attorney

Call of Meeting to Order

Mayor Brugger called the Regular Meeting to order at 7:31 p.m. He advised that pursuant to the Open Public Meetings Act Annual Notice of the meeting had been provided to *The Record, the Herald and News* and by posting the Annual Notice on the bulletin board in the clerk's office where notices are customarily posted. Everyone saluted the flag. The municipal clerk called the roll.

Correspondence & Reports

Brugger motioned; Eckel seconded and the Committee unanimously agreed to accept and refer to the attorney for review and opinion, correspondence dated March 8, 2012, Al Eugene, Project Manager – DOT re: Jurisdictional Agreement #4738 Route 46 to Main St. to Frederick Street

Eckel motioned; Brugger seconded to accept and file correspondence dated March 14, 2012, from Nan Sidders, JA Montgomery RE: Sports Concussion Training and instructed the clerk to notify the recreation department to schedule that training for all its employees.

Eckel motioned; Brugger seconded and the Committee unanimously agreed to accept and move to New Business correspondence dated March 21, 2012, from Mary Terraccino, Tax Collector Re: Block 13.03 Lot 3.02, 128 Phillips Avenue, Sewer User Appeal.

Brugger motioned; Eckel seconded and the Committee unanimously accepted correspondence dated March 23, 2012, from Dwayne Razzetti, Lieutenant, Bergen County Emergency Management Re: Countywide Emergency Notification System

Brugger motioned; Regan seconded and the Committee unanimously agreed to accept and place on New Business correspondence dated March 23, 2012, from Michael Montenegro, Deputy Chief of Police Re: Purchase of new police vehicle

Brugger motioned; Cagas seconded and the Committee unanimously agreed to accept and place under New Business correspondence dated April 2, 2012, from Frank M. Krupinski, P.L.S. Re: Zone Map Update Proposal

Brugger motioned; Cagas seconded and the Committee unanimously agreed to accept and place on New Business correspondence dated April 4, 2012, Elliot Sachs, P.E. Re: Veterans Park Playground Improvements – Review of Bids

Old Business

Procedure for Police Hiring – Brugger motioned; Eckel seconded and the Committee unanimously agreed to list the ordinance as circulated for introduction on April 12, 2012.

Shade Tree Ordinance Amendment – draft ordinance amendment for review
David Nasta reported that there remains an open issue regarding pruning standards and suggested that the matter be postponed until that information is obtained. Brugger motioned; Cagas seconded and the Committee unanimously agreed to table further discussion on the ordinance amendment until April 12, 2012.

Repeal Sexual Harassment Ordinance – draft ordinance amendment for review
Brugger motioned; Eckel seconded and the Committee unanimously agreed to list the ordinance amendment for introduction on April 12, 2012.

Website Enhancements – 905creative submission for consideration
Eckel motioned; Brugger seconded and the Committee unanimously agreed to table the matter until May 3, 2012 to allow time for the submission of more detailed cost estimates.

POL/EPL renewal –

Nasta reported that a red-lined version of an ordinance amendment has been circulated and unless there are any issues or comments, the ordinance is ready for introduction. The ordinance updates those officers and employees of the Township and establishes those positions. In addition, David Nasta will provide a revised manual for distribution as well as two resolutions for adoption; one regarding acceptance of the manual and one regarding the number of hours required to establish full time status. Any employee hired after May 21, 2010 must work at least 35 hours to receive pension and health benefits. The ordinance amends sections of the code to establish certain positions. Nasta opined that Bill Regan has no conflict and can vote on the ordinance even though David Nasta is his brother-in-law and the ordinance affects him.

Red Light Camera – review/discuss bid result, possible contract award

Brugger motioned; Eckel seconded and the Committee unanimously agreed to authorize David Nasta to prepare an Agreement with Automated Traffic Systems (ATS) at no cost to the Township.

New Business

Block 13.03 Lot 3.02, 128 Phillips Avenue, Sewer User Appeal

Based upon documents submitted and the recommendation of the tax collector, Bill Regan motioned; Mayor Brugger seconded to abate the sewer user fee imposed for the year 2012.

Purchase of new police vehicle

Mayor Brugger would like to hold off on purchase of a second vehicle but suggested to go ahead to purchase the SUV with confiscated funds as requested. The purchase will be under state contract so no bidding is required. The clerk will prepare the required resolution for adoption on April 12, 2012.

Zoning Map Update Proposal

Mayor Brugger reported that it has been many years since the zoning map has been updated and that it would be a good time since there have been several changes in the past few years. Brugger motioned; Eckel seconded and the Committee unanimously agreed to authorize an update to the Township's zoning map by Boswell Engineering in an amount not to exceed \$1,600.00

Veterans Park Playground Improvements

The clerk advised that the capital ordinance is several thousand dollars short so the Committee would have to charge another appropriation for that amount. She recommended that if the Committee were inclined to move forward with the project that she would discuss with the CFO whether funds were available in buildings and grounds and if so that the project could be awarded. Brugger motioned; Cagas seconded and the Committee unanimously agreed to award the contract to M.J.D'Arminio for the base price of \$49,225.00 permitting that funds are available for this amount.

Fire Department – Staffing levels, liability and safety

Frank Cagas concerned about the average age (70 years) of those responding to day calls. He suggested that the Committee undertake recruitment of new members. Regan suggested a volunteer day/barbeque day that could be geared towards recruitment. Training requires many hours of personal time which stops people from volunteering. Regan suggested permitting qualified volunteers who live in other towns but work in South Hackensack to join the departments. Ray DeRiso indicated that current ordinance permits non-residents from joining the fire department. Cagas suggested sending out a letter to try and recruit members. Nasta indicated that he has a call into the Township risk manager to see what the Township's exposure is with senior firefighters. Nasta will report back to the Committee after speaking with Frank Covelli on the issue of Township liability with an aging department. Mayor Brugger asked Committee member Cagas to coordinate a letter for distribution to the Township's business owners advising them that

their employees can join the department. Mr. Regan and Mr. Cagas indicated that they would sit down and come up with something.

Ambulance Corps – daytime coverage

Committee member Cagas was concerned over several lapses in coverage/response during the day when the dpw should be responding. Committee member Regan said that he spoke with the DPW and that there may have been communication issues that have now been addressed and response has improved. Regan commended the dpw for their response. Mayor Brugger reported that a written response plan and who is responsible for what will be implemented to avoid future miscommunications.

Memorial School – 8th Grade Government Day, 1st Grade Visit (dates)

Mayor Brugger would like to get dates from the school before scheduling.

Resolutions

Resolution No. 2012-095 Postpone Municipal Budget Hearing for Year 2012

Offered: Brugger

Second: Eckel

Roll Call Vote: Ayes: Brugger, Cagas, Eckel, Regan Absent: Stefano

Resolution Closed Executive Session

Offered: Brugger

Second: Eckel

Roll Call Vote: Ayes: Brugger, Cagas, Eckel, Regan Absent: Stefano

Committee Reports

Bill Regan congratulated Jamie Janucci for obtaining her EMT certification.

Walter Eckel no report

Frank Cagas attended the Memorial School Science Fair and reported that he distributed recycling information that was informative for everyone. Mayor Brugger congratulated Cagas and Joseph Marrella, Recycling Coordinator for their effort. Cagas reported that 7 new trees have been planted along Phillips Avenue. A few trees were damaged and returned before planting. Lastly, Cagas reported that the Township won a Space Tree at a Community Forestry that will be planted on Arbor Day at Memorial School and a small plaque will be purchased to mount at the base of the tree.

Mayor Gary Brugger reported that he has attended many meetings regarding tax sharing and its formula. He has met with many individuals and argues that South Hackensack should not be included in the formula. He would like to be removed from the district. He will be meeting within a week or so with another group. He has received support from some other towns.

CDBG awarded the Township \$39,100 for renovation of senior citizen bathrooms; the highest percentage award. Mayor Brugger thanked Mary for her participation and doing a great job getting the grants for the Township. To save money the Township may

consider doing some or all of the construction in-house or limiting Boswell's involvement to a technical specification. Nasta indicated that he would prepare the legal specification at no cost to the Township.

Public Comments

Larry Paladino, DPW Supt. Reported that the pothole program with the NJMC is complete and was successful.

Brian Veprek , Zoning Board Chairman – 25 Grove Street – Back in March he inquired about the use of the building, its run off, etc. He understands that the matter is in Boswell's hands for a year. The roof drains and driveway, installation of curb, things that need to be addressed. He requested that someone put pressure on leasee of the building to complete the outstanding issues. Mr. Riley said that the problem occurred when Ted Weiland asked to replace the lot. Riley saw the sight changed elevation, added curb. Advised to get an engineer and has finally submitted a plan that Boswell is reviewing. Mayor Brugger asked that Riley report back to the Committee. Veprek said he understands that Boswell has rejected the plan. Riley said that a stop work order has been issued. Mayor Brugger wants a status report from Boswell on the project. Mr. Riley was instructed to follow-up and report back to the Committee.

Dolly Montenegro, 57 Phillips Avenue – Objected to the Township replacing the trees along Phillips Avenue in front of Veterans Park.

Brugger motioned; Cagas seconded and the Committee unanimously agreed to close the meeting for further public comment.

Closed Session

Minutes were recorded of the closed session matters. The minutes will be made available to the public when authorized by the governing body and permitted by law.

- Litigation Tax Appeal - LeGrande v. TSH - 74 Louis Court
- Litigation Tax Appeal - VJ Realty v. TSH – 636 Huyler Street
- Litigation Tax Appeal - Mahopac Partners, LLC v TSH – 450 Huyler St
- Collective Bargaining Agreements – DPW, Teamsters Local 11
- Collective Bargaining Agreements – PBA Local 102

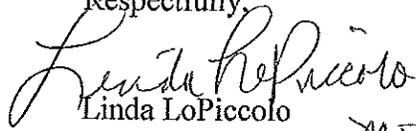
Brugger motioned; Cagas seconded and the Committee unanimously agreed to re-open the meeting to the public at 10:25. Walter Eckel exited the meeting at 10:08 p.m.

Adjournment

Brugger motioned; Cagas seconded and the Committee unanimously agreed to authorize the clerk to prepare the necessary resolutions to settle the tax appeals discussed in closed session.

Brugger motioned; Cagas seconded and the Committee unanimously agreed to adjourn the meeting at 10:27 p.m.

Respectfully,


Linda LoPiccolo
Municipal Clerk

MLT

Resolution No. 2012-095 Postpone Municipal Budget Hearing of the Township of South Hackensack, County of Bergen, for the Fiscal Year 2012

WHEREAS the statements of revenues and appropriations constituting the Municipal Budget FOR 2012 was approved for the year 2012 on March 8, 2012; and

WHEREAS said budget is to be published in The Record in the issue of April 20, 2012, and

WHEREAS the Township Committee desires to postpone the hearing on the 2012 approved Municipal budget,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack, County of Bergen, New Jersey that the public hearing has been postponed to May 3, 2012 at 7:30 p.m. and that notice will be provided in the April 20, 2012 edition of The Record.

Resolution Authorizing Executive Session – April 5, 2012

A Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12.

Whereas, the Township Committee of the Township of South Hackensack is subject to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.*, and

Whereas, the *Open Public Meetings Act, N.J.S.A. 10:4-12*, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution, and

Whereas, it is necessary for the Township Committee of the Township of South Hackensack to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

____(1) *Matters Required by Law to be Confidential*: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

____(2) *Matters Where the Release of Information Would Impair the Right to Receive Funds*: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

____(3) *Matters Involving Individual Privacy*: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

___(4) *Matters Relating to Collective Bargaining Agreements*: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

- DPW Negotiations, Teamsters Local 11
- PBA Negotiations, Local 102

___(5) *Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds*: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

___(6) *Matters Relating to Public Safety and Property*: Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.

X ___(7) *Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege*: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

- **Tax Appeal Litigation: LeGrande vs. TSH, VJ Realty v. TSH, Mahopac Partners, LLC v TSH**

___(8) *Matters Relating to the Employment Relationship*: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

___(9) *Matters relating to the Potential Imposition of a Penalty*: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

Now, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack assembled in public session on this date, that an Executive Session closed to the public shall be held in the South Hackensack Township Municipal Complex, 227 Phillips Avenue, South Hackensack, New Jersey, for the discussion of matters relating to the specific items designated above.

It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Committee that the public interest will no longer be served by such confidentiality.

The foregoing resolution was duly adopted by the Township Committee of the Township of South Hackensack at a public meeting held on April 5, 2012.

Linda LoPiccolo
Municipal Clerk



State of New Jersey

DEPARTMENT OF TRANSPORTATION
1035 PARKWAY AVENUE
P.O. Box 600
Trenton, NJ 08625-0600

RECEIVED

MAR 12 2012

SOUTH HACKENSACK
MUNICIPAL CLERK

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

JAMES S. SIMPSON
Commissioner

March 8, 2012

Ms. Linda LoPiccolo
Municipal Clerk
Municipal Complex
227 Phillips Avenue, South Hackensack, NJ 07606

Re: Jurisdictional Agreement # 4738
Route 46 Main St. to Frederick St.
Township of South Hackensack

cc: Ms. LoPiccolo:

Enclosed are four (4) original copies of the above captioned Agreement and one (1) copy of the Jurisdiction Limit Map, which will allocate the jurisdiction for highway maintenance and control between the Township of South Hackensack and the State of New Jersey.

If you find all matters in conformance with your understandings, kindly have all four documents signed, sealed, attested, and returned (Attention: Al Eugene, Project Manager) together with appropriate Sealed Resolution naming the Mayor and Clerk and authorizing them to enter into and bind the Township to the Agreement.

The Agreement will be fully executed when signed and dated by the State and one copy will be returned for your files.

If you have any question concerning the Agreement or Resolution, please call me at (609) 530-3791.

Sincerely,

Al Eugene
Project Manager - Group B
Division of Project Management

Enclosures

cc: Project File

NEW JERSEY DEPARTMENT OF TRANSPORTATION
JURISDICTIONAL AGREEMENT No. 4738

ROUTE U.S. 46 - MAIN STREET (C.R. 40) TO THE
VICINITY OF FREDERICK STREET
TOWNSHIP OF SOUTH HACKENSACK in BERGEN COUNTY

THIS AGREEMENT, made this day of _____ Two Thousand Twelve,
between the TOWNSHIP OF SOUTH HACKENSACK in BERGEN County, hereinafter
referred to as the "Township", and the STATE OF NEW JERSEY, acting through its
Commissioner of Transportation, hereinafter referred to as the "State", witnesseth that:

WHEREAS, improvements will be made to Route U.S. 46, Main Street, Phillips Avenue,
Liberty Street, Summit Place, Charles Street, Garden Street, Brandt Street, Grand Street and
Frederick Street; and

WHEREAS, Phillips Avenue is a Township highway; and

WHEREAS, these improvements will include the construction of pavement, curbing,
sidewalks and drainage systems; and

WHEREAS, in order to prevent future legal or maintenance problems in these areas, it is
necessary that the Township and the State apportion the jurisdiction for highway maintenance
and control in an equitable manner pursuant to N.J.S.A. 27:7-1 et seq.; and

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the
Township and the State agree as follows:

FIRST, the Township agrees to:

Assume or retain jurisdiction for highway maintenance and control, upon completion of
construction and final acceptance by the State, in those areas as shown with textured patterning
(within municipal limits) on a map entitled "NEW JERSEY DEPARTMENT OF
TRANSPORTATION, JURISDICTIONAL LIMIT MAP, ROUTE U.S. 46 (1953) SECTION 16
FROM MAIN STREET TO VICINITY OF FREDERICK STREET, TOWNSHIP OF SOUTH
HACKENSACK & BOROUGH OF LITTLE FERRY, COUNTY OF BERGEN SCALE: AS
INDICATED," which map is appended hereto and made a part hereof.

SECOND, the State agrees to:

Assume or retain jurisdiction for highway maintenance and control, upon completion of
construction and final acceptance by the State, in those areas shown shaded on the said map.

THIRD, both the Township and State agree that:

- (a) Nothing contained in this agreement shall be construed to affect the legal and/or maintenance responsibilities for any traffic signal systems, overhead lighting, or other electrical facilities involved in the subject roadway areas.
- (b) To the extent of the jurisdictional limits established herein, upon completion of construction and final acceptance by the State, any provisions of this agreement which may be inconsistent with that of a prior agreement, the provisions of this agreement shall control. All remaining provisions of any prior agreement will continue in full force and effect.
- (c) Highway maintenance is defined as upkeep of the highway area and includes, but is not limited to, upkeep of pavement, curb, drainage, berms, slopes, guide rail, signs, sign structures, delineators, pavement markings, mowing, landscaping, fencing, snow removal and ice control.
- (d) Highway control is defined as regulation and management of the highway area, and includes, but is not limited to; controlling access; reviewing permits for roadway openings, driveways and utilities; reviewing all proposed geometric changes; and setting speed limits, no parking zones and other traffic controls.
- (e) This agreement will not be binding until executed by the Commissioner of Transportation or the Commissioner's designee.

NEW JERSEY DEPARTMENT OF TRANSPORTATION
JURISDICTIONAL AGREEMENT No. 4738

ROUTE U.S. 46 -- MAIN STREET (C.R. 40) TO THE
VICINITY OF FREDERICK STREET
TOWNSHIP OF SOUTH HACKENSACK in BERGEN COUNTY

IN WITNESS WHEREOF, the parties have signed, sealed, and attested to this agreement.

THE TOWNSHIP OF SOUTH
HACKENSACK IN BERGEN COUNTY

Attested/Witnessed/Affix Seal

Linda LoPiccolo, Clerk

By _____
~~Walter Bekel Jr., Mayor~~
Gary C. Brugger

THE STATE OF NEW JERSEY

Attested/Witnessed/Affix Seal

Jacqueline Trausi,
Department Secretary
New Jersey Department of Transportation

By _____
Richard T. Hammer,
Assistant Commissioner
Capitol Program Management

Date: _____

Date: _____

This Agreement has been reviewed and approved
as to form:

Jeffrey S. Chiesa
Attorney General of New Jersey

By: _____
Deputy Attorney General

Date: _____

MAILED: 10/27

NOV 10 9AM

RECEIVED: 10/27



TOWNSHIP OF SOUTH HACKENSACK

TOWNSHIP COMMITTEE

GARY C. BRUGGER, MAYOR
FRANK CAGAS
WALTER ECKEL, JR.
WILLIAM REGAN
VINCENT STEFANO

227 PHILLIPS AVENUE
SOUTH HACKENSACK, NEW JERSEY 07606
BERGEN COUNTY

Phone (201) 440-1815
Fax (201) 440-0719

March 21, 2012

To: Township Committee

From: Mary Terraccino, Tax Collector

Re: Sewer User Charge
128 Phillips Avenue
Block 13.03 Lot 3.02

.....

I have reviewed the documents submitted by the property owner at 128 Phillips Avenue. The homeowner indicates that he had a sprinkler system installed on April 30, 2011. According to his letter he has calculated the water usage of the sprinkler heads for the summers months totaling 732 ccf's and he states that this water became ground water along with some for car washing and swimming pool usage and did not enter the sanitary sewer system. After reviewing his United Water bills for the past 4 years the average usage at this property is around 175 ccf's. It is quite evident that this was an unusually high reading of ccf's for this property of which I recommend that the sewer charges be waived.

With this decision being rendered, the property owner is now well aware that if a residential property exceeds the readings of 500 ccf's there are sewer user charges that are due to the Township. Since no payments have been made, I recommend that the Township Committee waive the Sewer User Charges for 2012 which would allow me to cancel the charges of \$2058.50 on account #99999128-0.

If you have any questions regarding this matter, please feel free to contact me.

Thank You

Joseph E. Brown, Jr.
128 Phillips Avenue
South Hackensack, NJ 07606-1520

March 5, 2012

Mayor Gary Brugger
Township Committee
227 Phillips Avenue
South Hackensack, NJ 07606-1520

Re: Sewer User Charge

Mayor Brugger,

This letter is to inform you that I wish to appeal the decision of the township committee in regards to the above captioned matter.

On April 30, 2011 I had a sprinkler system installed around my entire property.

2010

Dec--

Jan----- 39 CCF 29,172 gals \$ 176.79

Feb--

Mar-

Mar--

Apr----- 402 CCF 300,696 gals \$1,469.32

May--

Jun-

Jun--

Jul----- 380CCF 284,240 gals \$1,390.99

Aug--

Sep-

Sep—

Oct— 74 CCF 55,352 gals \$ 303.18

Nov--

Dec-

Totals 895 CCF 669,460 gals \$ 3,339.29

I have 29 sprinkler heads.

United water stated each head put out 3 gal per minuet.

During the months of May, June, July I ran my sprinklers for 35 min twice a day. 3 (gal) X 29 (sprinkler heads) X 70 (min).

Using this formula the total gals = 6,090 gal per day.

Using a 30 day month this comes to a total of 548,100 gal.

548,100 divided by 7.48 (1CF) = 73,275 CF. 732 CCF

This dose not include the 50-75 car wash by my son & I topping off my swimming pool in the same time frame.

After receiving the 2nd astronomical water bill I cut the sprinklers down to 15 min one time a day as is evidenced by the drop in water usage in the Sept, Oct, Nov & Dec bill.

I have attached copies of the water bills and the date of the sprinkler installation.

You will notice in the last quarter of 2011 I had the water company in to check my meter. They removed and replaced it, however they never told me if it was defective or not.

In light of the above you will find that most of the water became ground water and did not enter the sanitary sewer. I would like to have a review of my account and have these charges removed.

Thank you,

Joseph E. Brown, Jr.

Copy: Sprinkler Company statement of installation.
2011 Water bills.

2010 - 140
2009 - 126
2008 - 202
2007 - 220



COUNTY OF BERGEN
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MANAGEMENT
285 Campgaw Road • Mahwah, NJ 07430-2598 • (201) 785-5757

Kathleen A. Donovan
County Executive

RECEIVED
MAR 26 2012
SOUTH HACKENSACK
MUNICIPAL CLERK

Dwane Razzetti
County Coordinator

March 23, 2012

Ms. Linda LoPiccolo
Township Clerk
227 Phillips Avenue
South Hackensack, New Jersey

Re: COUNTYWIDE EMERGENCY NOTIFICATION SYSTEM

Dear Ms. LoPiccolo:

There has been a recent change in the County-wide emergency telephone alerting system. Since 2003, Bergen County has contracted for emergency telephone alerting services to inform residents about emergencies. Additionally, the County has contracted these services on a cooperative purchase basis, allowing individual municipalities to initiate emergency telephone alerts in their municipality. The current contract reflects both a cost savings for the County and added features at no cost for your municipality.

The Bergen County Board of Chosen Freeholders adopted Resolution No. 250-12 on March 07, 2012 approving Swiftreach Networks (hereinafter "Swiftreach") to provide Emergency Notification Services via telephone alerting to the municipalities of Bergen County. The new contract continues the control of this service for your municipality.

Under the terms of this new contract, municipalities will not be charged for the service fee to Swiftreach, or to utilize the Emergency Service Listing database (ESL - Verizon's confidential list of published and unpublished numbers) and updates. Local municipalities will not be charged any call fees for making emergency calls with the system. In addition, municipalities may make non-emergency calls at no charge when using municipally-created calling lists for employee notification or senior/homebound-type polling. (the ESL is for emergencies only). Bergen County OEM will continue, as in the past, to facilitate call campaigns on behalf of the municipality at the municipality's request.

Training and Additional Swiftreach Services:

Training will be made available either in-person or online for this new service. Municipalities may also purchase additional services from Swiftreach that may include more outbound lines, enhanced messaging options, more accounts, and additional data that would allow for non-emergency

notification. The vendor has indicated that municipalities that currently contract with Swiftreach may receive a discount for these additional services.

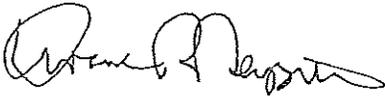
Feel free to contact the vendor directly to discuss additional services that will assist your municipality in the management and communication of information to your residents.

Mr. Jeff Alward
Swiftreach Networks
14 Industrial Avenue
Mahwah, New Jersey 07430
Tel: 201-236-8625 x 8115

For your convenience I have enclosed a sample municipal resolution for Emergency Notification Services pursuant to the Uniform Shared Services Act. I have also enclosed a reply form addressed to Lt. Dwane Razzetti, Bergen County OEM Coordinator indicating in writing how your municipality would like to move forward. Kindly fill in the Form and return to Lt. Razzetti via fax at (201) 785-8571.

If you have additional questions regarding this program, please do not hesitate to contact Lt. Razzetti at 201-785-5757.

Yours truly,



Dwane Razzetti, Lieutenant
County Coordinator

-); Municipal Emergency Management Coordinator (w/o encs.)
- Edward Trawinski, County Administrator (w/o encs.)
- Chief Brian Higgins, Public Safety Director (w/o encs.)



SOUTH HACKENSACK POLICE DEPARTMENT
DETECTIVE BUREAU

227 Phillips Avenue
South Hackensack, NJ 07606
TEL: 201-440-4650 FAX: 201-440-0797



March 23, 2012

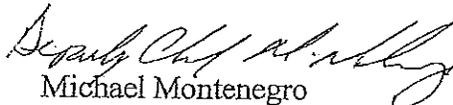
Honorable Mayor and Township Council
Township of South Hackensack
227 Phillips Avenue
South Hackensack, N.J.
07606

Re: Purchase of new police vehicles.

Honorable Mayor and Township Council;

The South Hackensack Police Department recently was approved by the Bergen County Prosecutors Office to use confiscated funds to purchase a new police vehicle. I would like to use the funds to purchase a new 2013 Ford SUV. The purchase price for this vehicle is \$35,615.00 which includes the price of striping and the transfer of a radio. As you are aware this will be no cost to the township. I am also requesting the township purchase a new police car. The cost of a new vehicle is \$34,497.00 with additional cost for striping and transferring a radio. The purchase of these vehicles is much needed to replace the following vehicles. Radio car 652 is a 2004 Chevy Caprice with 93,758 miles and radio car 653 which is a 2006 Ford Crown Victoria and has 90,949 miles.

Respectfully submitted


Michael Montenegro
Deputy Chief of Police



JOHN L. MOLINELLI
Bergen County Prosecutor

Office of the County Prosecutor
County of Bergen

Justice Center, 10 Main Street
Hackensack, New Jersey 07601
(201) 646-2300

JOHN L. HIGGINS, III
First Assistant Prosecutor

FRANK PUCCIO
Executive Assistant Prosecutor

CAROL NOVEY CATUOGNO
Trial Chief

STEVEN CUCCINIELLO
Chief of Detectives

March 5, 2012

Deputy Chief Michael Montenegro
South Hackensack Police Department
227 Phillips Avenue
South Hackensack, NJ 07606

Re: Request to Expend Forfeiture Funds - *Patrol Vehicle*

Dear Deputy Chief Montenegro:

I have reviewed your letters of January 11, 2012 and February 10, 2012, wherein you requested to expend \$36,529.17 in forfeited funds to purchase a patrol vehicle. Because your department will be using this vehicle to create a new traffic division, I can agree that the purchase of this first vehicle for the division is not a normal operating expense. I must advise you however, that the Division of Criminal Justice does not regard the purchase of something to be used for the enforcement of Title 39 as being "calculated to enhance a law enforcement agency's ability to conduct criminal investigations, surveillance, arrests and prosecutions." *State of New Jersey Forfeiture Program Administration Standard Operating Procedures, SOP 12:4F*. Therefore, the Division of Criminal Justice does not regard the purchase of such an item to satisfy a law enforcement purpose and will not approve the use of forfeiture funds for the purchase. I am approving this purchase only because your letter of February 10, 2012 states that the vehicle will be used by a police officer. Although that police officer's assignment will be to enforce Title 39, he/she will still respond to violations of criminal law that occur in his/her presence and to calls for assistance by other police officers enforcing criminal law. By contrast, I would not approve this purchase if the vehicle were to be operated by a civilian employee enforcing statutes relative parking violations. Subject to these qualifications, I have approved your request.

Your department must purchase the vehicle using municipal funds and then be reimbursed with forfeiture funds. I have enclosed an original Direct County Voucher and a form entitled *Forfeited Funds Control Form #2*. After making the purchase, please execute the voucher where indicated as "Claimant" (please do not sign on the line for



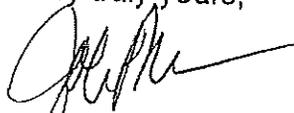
A State Accredited and Nationally Recognized Law Enforcement Agency



"Department Director"), execute the control form and submit the **original** voucher and the **original** control form, **together with a canceled check indicating that your department paid for the vehicle**, to Executive Assistant Prosecutor Frank Puccio. I have enclosed a self-addressed envelope for your convenience. When Executive Assistant Prosecutor Puccio receives those items, he will authorize the Bergen County Treasurer to send a check to you for the expended amount, made payable to your municipality and drawn against the forfeited funds in your Municipal Escrow Account (MEA).

If you have any questions, please contact Executive Assistant Prosecutor Puccio at (201)226-5106. I thank you for your cooperation in this matter.

Very truly yours,



JOHN L. MOLINELLI
BERGEN COUNTY PROSECUTOR

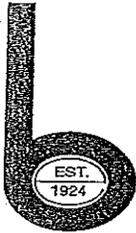
- c: First Assistant Prosecutor John L. Higgins, III
Executive Assistant Prosecutor Frank Puccio
Deputy Executive Assistant Prosecutor David Nathanson
Assistant Prosecutor MaryAnn Salemi
Chief Steven Cucciniello
Detective Robert Caporoso
Keyboarding Clerk 2 Anne Marie Mehnert

H:\FP 12\FORFIREQISOUTH HACKENSACKVEHICLEAPPROVAL.wpd



A State Accredited and Nationally Recognized Law Enforcement Agency





BOSWELL McCLAVE ENGINEERING

ENGINEERS ■ SURVEYORS ■ PLANNERS ■ SCIENTISTS

330 Phillips Avenue • P.O. Box 3152 • South Hackensack, N.J. 07606-1722 • (201) 641-0770 • Fax (201) 641-1831

April 2, 2012

The Honorable Mayor and Township Committee
Township of South Hackensack
227 Phillips Avenue
South Hackensack, New Jersey 07606

Re: Zone Map Update
Township of South Hackensack
Bergen County, New Jersey
Our File No. PR-12-4426

Dear Mayor Brugger and Members of the Township Committee:

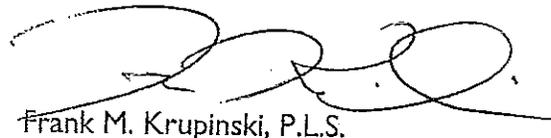
As per your request, we are pleased to submit this proposal for updating the map for Zoning in the Township of South Hackensack. The Mixed II, Senior Citizen Multi Family and Affordable Housing overlay Districts shall be added as new areas, based on a map provided to our office on March 19, 2012. The final map will consist of a new easy to read colorized version and, if desired, a PDF file will be made available for posting on the Township website.

The Lump Sum Fee to Update this Map is.\$1,600.00.

We wish to thank you for the opportunity of submitting this proposal. If this proposal meets with your approval, please pass the appropriate resolution in order that we may proceed. Should you have any questions or require anything further, please do not hesitate to contact me or Elliot Sachs, P.E.

Very truly yours,

BOSWELL McCLAVE ENGINEERING



Frank M. Krupinski, P.L.S.

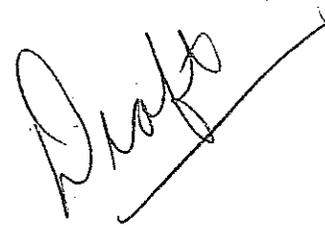
FMK/ku

cc: Linda LoPiccolo, CMC/RMC, Township Clerk

I20402kuP1

4.5-12 authorized by GB -
11-11-12

TOWNSHIP OF SOUTH HACKENSACK
COUNTY OF BERGEN
ORDINANCE NO. 2012-



AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 52 OF THE
CODE OF THE TOWNSHIP OF SOUTH HACKENSACK ENTITLED "POLICE
DEPARTMENT"

BE IT ENACTED AND ORDAINED, by the Township Committee of the
Township of South Hackensack that Chapter 52 "Police Department" be
amended and supplemented as follows:

Section 1: Chapter 52-8 "Requisites for appointment and continued service"
shall be amended as follows:

C. Police Recruit Hiring Credentials:

- (1) Statutory Requirements: Each prospective member of the
Police Department shall meet the requirements set forth in
N.J.S.A. 40A:14-122 as the same may be amended from time
to time.
- (2) Educational/Military Requirements: Each prospective
member of the Police Department shall have completed a
course of education and have obtained a bachelor's degree
or equivalent with major concentration in criminal justice,
law or other similar course of study. In the alternative a
member who has completed a course of study and has
obtained an associate degree or the equivalent in addition
to completing four years of military service or four years of
service as a New Jersey Police Officer and having been
honorably discharged from the service or terminated from a
New Jersey Police Service without cause shall be equally
considered.

(3) Conditions of Hire:

- (a) Drug, Physical and Mental Testing: As a strict condition of hire each prospective member shall pass a drug test administered in accordance with the standards and guidelines utilized by the New Jersey State Police. Each prospective member shall also take and pass all physical, psychological and behavioral testing sufficient to satisfy a Police Academy in the State of New Jersey for the purposes of enrollment.
- (b) Criminal Background/ Motor Vehicle Record: As set forth in N.J.S.A. 40A:14-122 each member shall be of good moral character and shall not have been convicted of a crime involving moral turpitude or any crime greater than a petty disorderly offense as the same is defined by the New Jersey Criminal Code. Each member shall possess a valid New Jersey Driver's License and shall have a driving record which indicates that said license has never been suspended for a singular moving violation or an accumulation of points resulting in a suspension of said license in this or any other State.
- (c) Police Academy Training: As a strict condition of hire each prospective member shall pass all phases of training administered by a Police Academy recognized in the State of New Jersey and be certified in accordance with the

standards of said academy for hire as a police officer in the State of New Jersey.

D. Procedural Requirements:

- (a) Advertisement of Position: The Township Committee, in its sole an absolute discretion, may determine from time to time to hire members of the South Hackensack Police Department. In the event that the Township Committee makes said determination it shall direct the Township Clerk to post a notice of said opening on the Municipal Bulletin Board, Municipal Web Site and in at least two of the official newspapers of the Township. Said notice shall set forth the number and type of opening, how to apply and the deadline for said application. Said notice shall allow for a thirty (30) days period from the date of publication of said notice for interested applicants to submit applications.
- (b) Application: Each prospective member of the Police Department shall complete an application for hire in the form and in accordance with the procedures set forth in the Township of South Hackensack Personnel Policies and Procedures Manual and submit the same to the Township Clerk.
- (c) Criminal Background Check and Driver's Abstract: Each prospective member of the Police Department upon completing and submitting an application as set forth in (a) above shall have consented to the South Hackensack Police Department or other agency authorized by the

Township ordering a current New Jersey Driver's Abstract which shall become part of the application. In addition said applicant by submitting said application shall have consented to supplying fingerprints and any other information necessary to complete a criminal background check. Said information shall also become a part of the application packet.

- (d) Initial Application Screening: The Township Committee shall appoint a sub-committee consisting of the Police Commissioner, one other Township Committee Member, Chief of Police, Township Clerk and Township Attorney to review said applications and report in writing to the full Township Committee any disqualifications.
- (e) Interview Process: Applications shall be made to the entire Township Committee who shall provide the Township Clerk with the names of applicants it seeks to interview for a prospective position. The Township Clerk shall arrange for said interviews at a time and place set by the Township Committee and advise each candidate the time frame to submit any information it seeks the Committee to consider. In addition to the Township Committee the Chief of Police, Township Clerk and Township Attorney shall be involved in the interview process. The Township Committee may retain such other parties of professionals it deems necessary to conduct said interviews.
- (f) Hiring Procedure: The Township Committee members shall supply the names of candidates it believes would best serve the community. The Township Committee shall

discuss the selection of a candidate or candidate(s) and supply the name(s) of said individuals to the Township Clerk and the Township Attorney with direction to prepare an appropriate resolution authorizing hire. Said hire(s) shall be conditioned upon the completion of the testing and training set forth in section C above.

Section II: All ordinance or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of said inconsistency.

Section III: If any portion of this ordinance is found to be invalid or unconstitutional by a court of competent jurisdiction the remainder of this ordinance shall remain in full force and effect.

Section IV: This ordinance shall take effect upon passage and publication as required by law.

ATTEST

Linda LoPiccolo, Township Clerk

Gary Brugger, Mayor

Introduced:

Adopted:

TOWNSHIP OF SOUTH HACKENSACK
COUNTY OF BERGEN
ORDINANCE NO. 2012-

Draft

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 40
"OFFICERS AND EMPLOYEES" OF THE CODE OF THE TOWNSHIP OF
SOUTH HACKENSACK

BE IT ENACTED AND ORDAINED, by the Township Committee of the Township of South Hackensack that the following is hereby amended and supplemented as follows:

Section I: Chapter 40 – Article XIV (Sections 40-47 through 40-50) be and the same is hereby repealed in the entirety.

Section II: All ordinance or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of said inconsistency.

Section III: If any portion of this ordinance is found to be invalid or unconstitutional by a court of competent jurisdiction the remainder of this ordinance shall remain in full force and effect.

Section IV: This ordinance shall take effect upon passage and publication as required by law.

ATTEST

Linda LoPiccolo, Township Clerk

Gary Brugger, Mayor

Introduced:

Adopted:

Contents:

Proposal: South Hackensack Web Enhancements

905creative

3650 Rogers Road #319

Wake Forest, NC 27587

info@905creative.com

Introduction: 905creative

Dear Committeeman Regan,

Thank you for the opportunity to present a proposal for the web enhancements for the Township of South Hackensack. The enhancements listed below define the first upgrade to the site since it was launched in 2006.

We've based this proposal on our discussions to date, and our understanding of the preliminary expectations of South Hackensack for the web. As I stated earlier I feel the most important task is to transition the site to a content management system. This feature was originally proposed as Phase 3 when the site was first established in 2006. It would enable Township personnel to securely update the site in a timely manner and provide a solid foundation for future expansion. There are literally limitless things we could do online to provide the residents with self-service features and automate functions of town hall.

We have enjoyed working with the Township for the past 6 years and look forward to continuing a productive relationship.

Please give me a call at (919) 800-9725 with any questions.

Best Regards,

Kevin Kopec
Principal, 905creative

Proposed Enhancements

Updated Site Layout

The current design has been in use for more than six years. Various amounts of content have been amassed during that time. A new layout would provide a fresh look and feel to the site and call attention to the updated content and features.

Benefits

- Make effective use of larger screen sizes which have become standard
- Effectively present information for each department based on the content that has been provided and site usage patterns

Deliverables

- Updated graphics, navigation, and overall layout
- Reformat sections of the site to effectively present content for each department

Content Management

Transition the site to a content management system to enable Township personnel to publish updates to the web site. Site maintenance hours were reduced by half in 2009. Since then, updates have been less frequent resulting in "stale" information on the site.

Benefits

- Content can be published and automatically removed by date. Example: Snow plowing guidelines can appear on the home page on December 1 and be automatically replaced with appropriate content on April 1.
- Enable Township personnel to easily publish routine updates such as meeting agendas, meeting minutes, and calendar events.
- Makes more effective use of site maintenance from 905creative to provide more complex updates.
- Can easily produce a mobile/tablet version of the site in the future.
- Provides a solid foundation for custom application development such as online forms processing and payments.

Deliverables

- Install and configure web content management system
- Setup user accounts and publishing workflow
- Convert existing content into content management system.
- Development of page templates
- Develop enhanced search features
- Training and documentation for Township personnel

Social Media Integration

Increase awareness to Township activities through the use of mainstream social media such as Facebook and Twitter

Benefits

- Provides cost-effective solution over traditional email for alerting residents of events and announcements.
- Attractive to younger generation.
- Promotes social activities
- Example uses for Facebook:
 - Photo galleries
 - Advertise recreation and senior events
 - Help promote and support local businesses
- Example uses for Twitter:
 - Traffic alerts
 - School closings
 - Reminders for upcoming events
 - Emergency announcements
 - As a fun event, conduct a scavenger hunt during Field Day Tweeting clues every 15 or 20 minutes.
- Announcements can be delivered simultaneously through web site, Facebook, and Twitter. For example, a school closing can appear on all three.

Deliverables

- Assistance establishing social media accounts.
- Integration of social media content on web site through APIs.

Enhanced Web Content

Provide new content sections to make the site more personable and

Deliverables

- Make the site more personable through expanded blog content from Township Committee and Department Heads
- New Residents page providing quick access to essential information and services
- Compile FAQs into a central location titled "How Do I...?"
- Create a Monthly Spotlight section to increase visibility to the people and functions within Town Hall. i.e Put a face with name.

Project Cost: South Hackensack

The price below is given as a range because the exact requirements and specifications are of yet unknown. 905creative will begin a project with the down payment illustrated for Phase I of the payment schedule. After specifications are clarified and signed off by both parties, 905creative will provide a hard estimate to complete the project. This hard estimate will provide for a specific number of design hours, related to a number of design revisions, necessary to complete the project according the clarified specifications. 905creative will complete the project for the hard estimate provided that the design revision hours do not exceed the estimate given by more than 15%.

Development Costs

Design, development, and implementation	\$6,500 - \$7,500
Software license for content management	\$150

Payment Schedule

Deposit	20% due at beginning of work
Software license fee	\$150 due at beginning of work
Final payment	Balance due within 30 days of launch

Site Hosting & Maintenance \$750 per quarter

Site Hosting & Maintenance includes:

- Web site hosting in closed, private data center facility
- 24/7 monitoring
- Daily web site and database backups
- Software upgrades and security patches as needed
- Annual renewal of domain names
- Monthly status report
- 6 hours per quarter content updates/phone support

Content maintenance in excess of 6 hours per quarter will be billed at \$80 per hour. Maintenance can be adjusted as content management functions are transitioned to town hall personnel.

Cost Overruns

Although 905creative works to accurately bid each project, it is understood that during the development process the scope of the projects and the requirements may adjust. 905creative guarantees that no additional costs will be added to a project without the specific notice and written authorization between 905creative and the client.

Slippages

After the development specifications are finalized, and an exact price is determined, slippages or incorrect adjustments are often avoided. If there is a slippage or an underestimation regarding the amount of time needed to develop, create, write, or market a certain piece of the project, and this occurs with no involvement from the client, 905creative will take responsibility for the incorrect estimation.

In cases where the client involves a new piece of information or requirement that changes the scope or required development time, or lessens the development time of a certain piece, it will be treated as a project adjustment or change order and additional pricing, contract addendums, or potential refunds will be evaluated.

Timeline

We would expect the enhancement defined above to be completed 4-6 weeks after receipt of all necessary assets and down payment. This timeline is based on 905creative's experience with this site, as well as the following assumptions:

- Township will make available the necessary people for review and approval of design changes.
- Content management will be provided using ExpressionEngine.

Price vs. Features

The price range provided at the end of this proposal is for our suggested set of features for Phase I. If this price does not reflect current budget prioritization, we will be happy to discuss feature reductions necessary to meet budgetary constraints.

Future Phases

Primary Focus: Automation, Integration, eBusiness

There are literally limitless options to pursue to automate the functions of town hall. Some ideas that can be explored are:

- Pay taxes online by credit card or e-check.
- Apply and pay for pet licenses, building permits, or recreation programs.
- Mobile versions of the web site.

Automation and integration with existing software and databases in use at town hall are highly specialized processes. Costs and efforts associated with this type of functionality can be quoted on request.

This page intentionally left blank