

## MINUTES OF THE JANUARY 3, 2018 REORGANIZATION MEETING

The following are the Minutes of the January 3, 2018 Reorganization Meeting of the Mayor and Council of the Borough of Pompton Lakes that was held in the Council Meeting room of the Municipal Building at 25 Lenox Avenue, Pompton Lakes, New Jersey and was called to order at 6:30 pm.

Mayor Michael Serra read the Open Public Meetings Law Statement of Compliance and led participants in saluting the flag.

Mel Van Hatten, Pastor of Pompton Reformed Church delivered the invocation to the audience.

Elizabeth Brandsness, Municipal Clerk, read the results of the November 7, 2017 General Election results stating she was in receipt of the certification by Passaic Acting County Clerk, Walter Davison as follows:

Francisco “Frank” Jaconetta – Councilman – three year term - received a total number of 1,573 votes.

Ekamon “Ek” Venin – Councilman – three year term - received a total number of 1490 votes.

### *Administration of Official Oath of Office to Council Members.*

Mayor Serra invited Councilman Frank Jaconetta, to come forward to receive the Oath of Office and invited his family to join him. Senator Kristin Corrado administered the Oath of Office and offered her congratulations to Councilman Francisco “Frank” Jaconetta.

Mayor Serra invited Councilman Ekamon Venin to come forward to receive the Oath of Office and invited his family to join him. Senator Kristin Corrado personally administered the Oath of Office and offered her congratulations to Councilman Ekamon “Ek” Venin.

40<sup>th</sup> District Assemblyman Christopher DePhillips was also in attendance. The newly elected members of the Governing Body were then seated.

Mayor Serra requested a Roll Call of the 2018 Members of Council. Ms. Brandsness presented the roll call as follows: Mayor Michael Serra, Councilwoman Terri Reicher, Councilmen William Baig, Christian E. Barranco, Erik DeLine, Frank Jaconetta, and Ekamon Venin.

Also in attendance were Kevin Boyle, Borough Administrator and Elizabeth Brandsness, Borough Clerk.

Mayor Serra invited newly elected council members to address the public.

Councilman Jaconetta began his address by acknowledging Senator Kristin Corrado and Assemblyman Christopher DePhillips and thanked them for their support. Councilman Jaconetta expressed his gratitude to his running mate, Councilman Ek Venin along with his family, and his campaign manager Tim Troast for their support and encouragement.

Councilman Jaconetta also commented on the many volunteers who provide service and praised their dedication and the countless hours they provide for our community. Councilman Jaconetta assured the residents he would continue to spend tax dollars wisely and support redevelopment within the business area in an effort to stabilize taxes.

Councilman Venin began his address and expressed his appreciation for those who were in attendance. Councilman Venin thanked his family and friends for their support. Councilman Venin commented on the community and stated he is proud to call Pompton Lakes home. Councilman Venin also commented on the many devoted volunteers and encouraged residents to become involved in the community. Councilman Venin

concluded and stated he will continue to strive to do his best for the community and thanked all those who supported his efforts.

**APPOINTMENTS:**

Mayor Serra presented the following nominations for one year appointments of the 2018 Borough Officials:

***ONE-YEAR APPOINTMENTS:***

- Borough Attorney** – Joseph Ragno, Struble Ragno
- Borough Prosecutor** – David C. Stanziale, LLC
- Borough Public Defender** – David A. Amadio
- Borough Auditor** – Charles Ferraioli, Ferraioli, Cerullo & Cuva
- Assessment Search Official** – Elizabeth Brandsness
- Tax Search Official** – Jill Walsh
- Environmental Officer** – Ed Merrill
- Bond Counsel** - Robert Beinfield, Hawkins, Delafield and Wood, LLP
- Insurance Risk Manager** – Hundertmark Agency

Motion moved by Councilman DeLine, second by Councilman Venin to approve the nominations for the 2018 one year appointments of Borough Officials.

**Roll Call: Councilman Baig, Yes, Councilman Barranco, Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes, Councilman Venin, Yes.**

***THREE YEAR APPOINTMENTS:***

- Municipal Court Judge** – Judith Accardi
- Municipal Engineer** – Ferriero Engineering
- Office of Emergency Management** – Al Evangelista

Motion moved by Councilman Baig, second by Councilman Barranco to approve the nominations for the 2018 three-year appointment of Borough Official.

**Roll Call: Councilman Baig, Yes, Councilman Barranco, Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes, Councilman Venin, Yes.**

**Oath of Office**

Mayor Serra introduces the Appointees in attendance and invites them to come forward to Administer the Oath of Office.

**NOMINATION OF COUNCIL PRESIDENT/ASSIGNMENTS FOR 2018:**

**COUNCIL PRESIDENT**

Motion moved by Councilman DeLine, second by Councilman Venin to nominate **Terri Reicher** to serve as **Council President** for 2018.

**Roll Call: Councilman Baig, Yes, Councilman Barranco, Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes, Councilman Venin, Yes.**

**COUNCIL ASSIGNMENTS**

Mayor Serra presented the following nominations for Council Chairman Appointments for 2018; motion was moved by Councilman Jaconetta, second by Councilman DeLine to appoint the following:

**CIVIC ACTIVITIES CHAIRMAN:**

**Christian Barranco** to serve as **Civic Activities Chairman** for 2018.

**FINANCE CHAIRMAN:**

**Erik DeLine** to serve as **Finance Chairman** for 2018.

**LICENSE AND ORDINANCE CHAIRMAN:**

**Ekamon Venin** to serve as **License and Ordinance Chairman** for 2018.

**PUBLIC WORKS CHAIRMAN:**

**Frank Jaconetta** to serve as **Public Works Chairman** for 2018.

**PUBLIC SAFETY CHAIRMAN:**

**William Baig** to serve as **Public Safety Chairman** for 2018.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes, Venin, Yes.**

**NOMINATION OF COUNCIL MEMBERS:**

Mayor Serra presented the following nominations for Council Liaisons for 2018; motion moved by Councilman Barranco, second by Councilwoman Reicher to appoint the following:

**CIVIC ACTIVITIES MEMBER:**

**Mike Serra** to serve as **Civic Activities Member** for 2018.

**FINANCE MEMBERS:**

**Terri Reicher and William Baig** to serve as **Finance and Personnel Members** for 2018.

**LICENSE AND ORDINANCE MEMBER:**

**Christian Barranco** to serve as **License and Ordinance Member** for 2018.

**PUBLIC WORKS MEMBER:**

**Ekamon Venin** to serve as **Public Works Member** for 2018.

**PUBLIC SAFETY MEMBER:**

**Christian Barranco** to serve as **Public Safety Member** for 2018.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes Councilman Venin, Yes.**

**COUNCIL LIAISONS:**

Mayor Serra presented the following nominations for Council Liaisons for 2018; motion was moved by Councilman Barranco, second by Councilman Venin to appoint the following:

**CIVIC ACTIVITIES:**

**Christian Barranco** as Liaison to the **Recreation Commission**  
**Christian Barranco** as Liaison to the **Library**  
**William Baig** as Liaison to the **Municipal Alliance**  
**William Baig** as Liaison to the **Board of Education**  
**Erik DeLine** as Liaison to the **Veterans Committee**  
**William Baig** as Liaison to the **Senior Citizens**  
**Christian Barranco** as Liaison to the **Youth Advisory/Sport Groups**  
**Ekamon Venin** as Liaison to the **Historic Commission**

**FINANCE AND PERSONNEL:**

**Terri Reicher** as Liaison to the **Borough Administrator**  
**Erik DeLine** as Liaison to the **Borough Treasurer**  
**Erik DeLine** as Liaison to the **Tax Collector**  
**Terri Reicher** as Liaison to the **Assessor**  
**Erik DeLine** as Liaison to the **Auditor**  
**Terri Reicher, William Baig, and Erik DeLine** as Liaisons to the **Salary Review Committee**  
**Erik DeLine** as Liaison to the **Board of Education**  
**William Baig** as Liaison to the **Planning Board**

**Terri Reicher** as Liaison to the **Borough Attorney**  
**Terri Reicher** as Liaison to the **Magistrate (courts)**  
**Ekamon Venin** as Liaison to the **Board of Adjustment**  
**Erik DeLine** as Liaison to the **Building Inspector**  
**Ekamon Venin** as Liaison to the **Shade Tree Commission**

**PUBLIC WORKS (DPW):**

**Frank Jaconetta** as Liaison to **Streets and Roads**  
**Frank Jaconetta** as Liaison to **Buildings and Grounds**  
**Frank Jaconetta** as Liaison to **Parks and Playgrounds**  
**Frank Jaconetta** as Liaison to **Lighting**  
**Frank Jaconetta** as Liaison to **Borough Engineer**  
**Erik DeLine** as Liaison to **Environmental Protection Committee**  
**Frank Jaconetta** as Liaison to **Passaic County Solid Waste**  
**Frank Jaconetta** as Liaison to **Solid Waste and Recycling**

**PUBLIC SAFETY:**

**William Baig** as Liaison to **Police**  
**William Baig** as Liaison to **Fire**  
**William Baig** as Liaison to **First Aid**  
**William Baig** as Liaison to **Police Reserve-Special Police Class II**  
**William Baig** as Liaison to **Office of Emergency Management**  
**William Baig** as Liaison to **CERT**  
**Frank Jaconetta** as Liaison to **Board of Health**  
**William Baig** as Liaison to **North Jersey Flood Control**  
**William Baig** as Liaison to **208 Water Quality N.E. Basin**  
**Christian Barranco** as Liaison to **M.U.A.**

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes, Venin, Yes.**

**COUNCIL APPOINTMENTS:**

Motion moved by Councilman Barranco, second by Councilman Jaconetta to appoint the following:

**BUSINESS IMPROVEMENT DISTRICT:**

**William Baig** as Liaison to the **Business Improvement District**

**ENVIRONMENTAL CAG:**

**Mike Serra** as Liaison to the **Environmental CAG**

**HEALTH CAG:**

**Mike Serra** as Liaison to the **Health CAG**

**CHAMBER OF COMMERCE:**

**William Baig** as Liaison to the **Chamber of Commerce**

**OPEN SPACE:**

**Erik DeLine, Ekamon Venin and Mike Serra** as Liaisons to the **Open Space Committee**

**FLOOD ADVISORY BOARD:**

**Erik DeLine** as Liaison to the **Flood Advisory Board**

**TECHNOLOGY AND INNOVATION:**

**Ekamon Venin** as Liaison to **Technology and Innovation Committee**

**REDEVELOPMENT AGENCY COMMITTEE:**

**Terri Reicher** as Liaison to **Redevelopment Agency Committee**

**FINANCE:**

**William Baig** as Class III Member to the **Planning Board**

(Finance Chair to delegate responsibility)

**Roll Call: Councilman Baig, Yes, Councilman Barranco, Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes, Councilman Venin, Yes.**

**APPOINTMENTS:**

Mayor Serra requested a motion, which was moved by Councilman Barranco, second by Councilman DeLine to make the following appointments for the year 2018:

**Class II Special Officer Appointments:**

**Class II Special Officers** as directed by Chief Agosto: Matthew J. Evangelista, Walter J. Gosson, William J. Hennessey, Jr. and Mark C. Sonne (term to 12/31/18)

*Special Officers will be sworn in at the January 10, 2018 Council Meeting.*

**Crossing Guard Appointments:**

**Full-Time School Crossing Guards:** Christine Alario, Marilyn Bellavia, George Buckman, Paul Clynes, Phyllis Clynes, Arlene Dampman, Richard Kuszony, Dorothy Elaine Lindsey, Ronald Norman, Israel Rojas, Richard Torsiello, Peter Vetere, Peter Zieja, Evelyn Zynczak (term to 12/31/18)

**Part-Time School Crossing Guards:** Stephen Hannaway, Richard Pierce, and Robert Wortman (term to 12/31/18)

**Police Matron Appointments:**

**Police Matron:** Dawn E. Gosson, Corrine E. Harlos, Sharon A. Sonne, Mildred B. Stires, Cheryl A.Verrone (term to 12/31/18)

**BOARD APPOINTMENTS:**

**Board of Health:**

**Open Position**, (unexpired term to 12/31/19), **Kathleen Cole**, Member (3 year term to 12/31/20), **Erika Herz**, Member (3 year term to 12/31/20)

**Library Board:**

**Open Position**, Trustee (5 year term to 12/31/22), **Marianne Vozza**, Superintendent's Alternate (1 year term to 12/31/18), **Jessica Ceccolini**, Mayor's Alternate (1 year term to 12/31/18)

**Zoning Board of Adjustment:**

**Open Position**, Alternate #1, (2 year term to 12/31/19) **Adam Kent**, Alternate #4, (2 year term to 12/31/19), **Michael Simone**, Member (4 year term to 12/31/21), **Willie Hunt**, Member (4 year term to 12/31/21)

**Planning Board:**

**William Pendexter**, Alternate #1, (2 year term to 12/31/19), **Open Position**, Alternate #2, (unexpired term to 12/31/18), **Open Position**, Class II (employee) (1 year term to 12/31/18), **Brian Otto**, Class IV (4 year term to 12/31/21), **Anne Marie Michael**, Class IV (4 year term to 12/31/21)

**Flood Advisory Board:**

**Lauren Venin**, Member (3 year term to 12/31/20), **Steve Grayberg**, Member, (3 year term to 12/31/20)

**COMMISSION APPOINTMENTS:**

**Historic Commission:**

**Open Position**, Class A (unexpired term to 12/31/20), **Kathy Troast**, Class C, (4 year term to 12/31/21), **David Rowan**, Alternate #1, (2 year term to 12/31/19)

**Recreation Commission:**

**Dana D'Amico**, Commissioner, (5 year term to 12/31/22), **Mike Barbera**, Alternate Commissioner (5 year term to 12/31/22)

**Shade Tree Commission:**

**Madeline Denti**, Commissioner (5 year term to 12/31/22)

**COMMITTEE APPOINTMENTS:**

Mayor Serra requested a motion, which was moved by Councilman, second by Councilman to make the following appointments:

**Awards Program Committee:**

Moises Agosto, Chief of Police, Ron Fusaro, Fire Department Chief, Shaun Phillipe, First Aid Squad Chief, Citizen (Art Kaffka) (1 year term to 12/31/18)

**Local Emergency Management Planning Committee:**

Albert Evangelista, Mayor Michael Serra and all members of the Council, Kevin Boyle, Elizabeth Brandsness, Benjamin Steltzer, Tim Duffy, Moises Agosto, Derek Clark, Michael Klepacky, Ryan Cichon, Ron Fusaro, Jason Ekkers, Mary Ann Orapello, Ed Merrill, Shaun Phillipe, Sharon Sonne, Richard Berdnik, Borough Engineer, Trends Reporter, Robert Plavick, Deborah Ross, Coleen Moyle, John Wegele, Paul Amoroso, Salvatore Poli, Trooper Sean Talty, Maryann Trommelon, Tom Kiritsis, Representatives from Tilcon (1 year term to 12/31/18)

**Environmental Committee:**

**Abby Novak**, Member, (3 year term to 12/31/20), **Carl Padula**, Member, (3 year term to 12/31/20).

**Technology and Innovation Committee:**

Ek Venin, Erik DeLine, Bobby Cruz, Christy Luburger Barajas, Tim Troast, Laura Jennings, Brandon McGrath, Carl Lind, Carey Salerno, Al Spahn (1 year term to 12/31/18)

**AGENCY APPOINTMENTS:**

**Redevelopment Agency:**

Mayor Serra to nominate the following members to the Redevelopment Agency:

**Ken Ross**, member (5 year term to 12/31/22)), **Terri Reicher**, member (one year term to 12/31/18)

**COALITION APPOINTMENTS:**

**Pompton Lakes Prevention Coalition:**

Mayor Serra to nominate the following members to the Pompton Lakes Prevention Coalition:

- William Baig/Local Governmental Agency (Councilmember)
- Jonathan Williams/Law Enforcement (Police)
- Jake Herinko/School (Principal/Superintendent Designee)
- Elizabeth Brandsness – Media (Borough Clerk)
- Karen Murphy/Youth Serving Organization (Coordinator Youth-Teen Center)
- Carly Shimmel/Youth (Chairperson Youth Taskforce)
- Barbara Murphy/Civic - Volunteer Group (Director Recreation Department)
- Open Position/Business
- Father Barry Langley/Religious Group (Clergy St. Mary's)
- Sherrine Schuldt/Organization – Reducing Substance Abuse (Prevention Coalition (W/P University)
- Eileen Horn/Parent (Member Board of Education)
- Aurea DeLeon/ Health Care Professional (Professional Nurse-Health Administrator)
- Kevin Boyle (Project Director) (1 year term to 12/31/18)

**Roll Call: Councilman Baig, Yes, Councilman Barranco, Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes, Councilman Venin, Yes.**

**CONSENT AGENDA:**

No Council Member Required Any Consent Agenda Item To Be Pulled For Separate Action.

Motion moved by Councilman Baig, second by Councilman Barranco to approve the Consent Agenda. All voted in favor of the motion.

**WHEREAS**, the Mayor and Council of the Borough of Pompton Lakes has reviewed the Consent Agenda consisting of various proposed Resolutions, and

**WHEREAS**, the Mayor and Council of the Borough of Pompton Lakes does not desire to remove any Resolutions for individual action from that Agenda,

**NOW, THEREFORE, BE IT RESOLVED** that the following Resolutions on the Consent Agenda are hereby approved:

1. Resolution 18-01 Designating Depositories For Borough Funds, Account Names, Addresses And Numbers Of Said Borough Accounts
2. Resolution 18-02 Authorizing Treasurer To Disburse Funds
3. Resolution 18-03 Authorizing A Temporary Budget For The Borough Of Pompton Lakes For The Year 2018
4. Resolution 18-04 To Authorize Treasurer To Transfer Funds Between Accounts For Investment Purposes and Payables
5. Resolution 18-05 To Approve Use Of Consent Agenda On All Future Council Agendas
6. Resolution 18-06 To Designate Official Newspapers
7. Resolution 18-07 To Establish Petty Cash Funds For Pompton Lakes Police Department and Finance Department

8. Resolution 18-08 To Establish Change Funds For The Office Of The Borough Clerk, The Office Of The Tax Collector, The Building Department, The Health Department, The Police Records Department and the Recycling Center
9. Resolution 18-09 Appointing The Public Agency Compliance Officer For 2018
10. Resolution 18-10 To Fix The Amount Of A Service Charge For Checks Returned For Insufficient Funds
11. Resolution 18-11 Authorizing The Tax Collector To Hold A Yearly Tax Sale
12. Resolution 18-12 Setting Forth The Rate Of Interest To Be Charged If Quarterly Taxes Exceed The Grace Period After Which They Are Payable
13. Resolution 18-13 To Appoint Tax Search Officer For 2018
14. Resolution 18-14 Appointing Official Tax Assessment Officer For 2018
15. Resolution 18-15 Authorizing The Municipal Clerk To Release Executive Session Minutes In Accordance With The Open Public Meetings Act
16. Resolution 18-16 Designating 2018 Council Meetings Borough Of Pompton Lakes
17. Resolution 18-17 Establishing Fees For Customary Towing And Storage Services Pursuant To Chapter 175 Of The Municipal Code Of The Borough Of Pompton Lakes, Passaic County, State Of New Jersey
18. Resolution 18-25 Authorizing Transfer Of Appropriation In The Year 2018 Budget

**RESOLUTION 18-01**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Pompton Lakes, a municipal corporation of the State of New Jersey that the following Commercial Banks be designated as depositories for the Borough funds to the extent permitted by statutes:

- |   |   |
|---|---|
| Wells Fargo   | 115 Wanaque Avenue<br>Pompton Lakes, N.J. 07442 |
| Bankers Trust Co.<br>Custodian for State of<br>N.J. Cash Management Fund<br>Dean Witter Trust Company | 2 Montgomery Street<br>Jersey City, N.J. 07302  |
| Columbia Bank   | 413 Wanaque Avenue<br>Pompton Lakes, N.J. 07442 |
| TD  | 1 Wanaque Avenue<br>Pompton Lakes, N.J. 07442   |

**BE IT FURTHER RESOLVED** that the Treasurer be authorized to transfer funds between depositories as the need of the Borough may require, and

**BE IT FURTHER RESOLVED** that no withdrawal will be made from any account in either depository except as authorized by statute or resolution of the Mayor and Council, and

**BE IT FURTHER RESOLVED** that the following accounts, together with person, or persons, authorized to make withdrawals from such accounts are hereby authorized to be maintained in the aforesaid depositories:

ACCOUNT	ACCOUNT #	SIGNATURE
CURRENT	02-4800244	Mayor & Treasurer or Mun. Clerk
CAPITAL	02-4800255	Mayor & Treasurer or Mun. Clerk
PUBLIC ASSISTANCE	02-4800299	Mayor & Treasurer or Mun. Clerk
OTHER TRUST	02-4107604	Mayor & Treasurer or Mun. Clerk
BOND & COUPON	0000011429	Mayor & Treasurer or Mun. Clerk
PENSION FOR DEPENDENTS		



OF VOLUNTEER		
FIREMEN (Ord. #75-8)	121021174	Mayor & Treasurer or Mun. Clerk
ASSESSMENT TRUST	02-4800303	Mayor & Treasurer or Mun. Clerk
DOG FUND	02-4800266	Mayor & Treasurer or Mun. Clerk
POMPTON LAKES PAYROLL		
AGENCY	02-4806475	Mayor & Treasurer or Mun. Clerk
POMPTON LAKES		
PAYROLL	02-4806475	Mayor & Treasurer or Mun. Clerk
UNEMPLOYMENT INS.		
COMP. TRUST FUND	02-4800314	Mayor & Treasurer or Mun. Clerk
RECREATION	02-4800325	Mayor & Treasurer or Mun. Clerk
POMPTON LAKES		
MUNICIPAL BAIL	02-4800288	Court Administrator
POMPTON LAKES COURT	02-4800277	Court Administrator
CLERK'S ELECTION	02-4800336	Mayor & Municipal Clerk
SPECIAL TRUST	0037716905	Mayor & Treasurer or Mun. Clerk
SPECIAL TRUST	00000409022891	Mayor & Treasurer or Mun. Clerk

**RESOLUTION NO. 18-02**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Pompton Lakes, a municipal corporation of the State of New Jersey that the Treasurer is hereby authorized to disburse such sums of money as may be required from time to time to meet the Borough's payroll, hospitalization, surgical and other medical benefit premiums, pension contributions, social security taxes and such other tax levies or other payments as may be required by laws or regulation to be paid on date prior to regular meetings of the Mayor and Council.

**BE IT FURTHER RESOLVED** that the Treasurer, in the event it is necessary to make such a disbursement under the conditions specified above, will obtain and hereby directed to obtain, approval and confirmation of any such disbursements at the next succeeding meeting of the Mayor and Council.

**RESOLUTION NO. 18-03**

**WHEREAS:** N.J.S.A. 40A:4-19 authorizes the adoption of a temporary budget to provide for payment of necessary expenses until a permanent budget is adopted; and

**WHEREAS:** The Mayor and Council desire to adopt a temporary budget for the year 2018;

**NOW, THEREFORE, IT IS RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF POMPTON LAKES, COUNTY OF PASSAIC, STATE OF NEW JERSEY THAT** there be and there is hereby appropriated a sum not to exceed **\$3,547,039.22** as per the attached detail, as the Temporary Budget for the year 2018.

<b>YEAR 2018 TEMPORARY BUDGET</b>	<b>\$3,547,039.22</b>
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**RESOLUTION NO. 18-04**

**WHEREAS,** the Borough of Pompton Lakes, a municipal corporation of the State of New Jersey, normally has total average balances in excess of \$200,000.00 in its various general, capital, public assistance, payroll and other accounts in its depositories,

**NOW, THEREFORE, BE IT RESOLVED,** that the Treasurer be and is hereby authorized to transfer these non-interest bearing accounts to negotiable certificates of deposit in either Borough depository in cooperation with the bank management's rate of interest, as prescribed in Reg. O, published by the Federal Reserve System on January 21, 1970, and

**BE IT FURTHER RESOLVED**, that the Treasurer is also authorized to transfer funds from savings deposits to checking accounts, and from checking accounts to savings deposits as the needs of the Borough may require, and

**BE IT FURTHER RESOLVED**, that the Treasurer's signature be affixed to any order of transfer of funds as heretofore outlined and authorized.

**RESOLUTION NO. 18-05**

**BE IT RESOLVED** that the Clerk of the Borough of Pompton Lakes shall be directed to place in that portion of the Agenda known as the "**Consent Agenda**" any Resolutions not requiring more than the majority vote of the Council, and of which no Councilmember notifies said Clerk of their objections.

**RESOLUTION NO. 18-06**

**BE IT RESOLVED** by the Mayor and Council of the Borough of Pompton Lakes, a municipal corporation in the County of Passaic, New Jersey that the **SUBURBAN TRENDS, THE RECORD, THE HERALD NEWS, AND THE NEWARK STAR LEDGER** are hereby designated the official newspapers for the publication of legal notices required by law to be published by the municipality, and

**BE IT FURTHER RESOLVED**, that the Borough Clerk be and is hereby authorized to place any legal notices of the Borough in any newspaper authorized to carry such legal notices, if the needs and interest of the Borough are best served thereby.

**RESOLUTION NO. 18-07**

**WHEREAS**, it is necessary from time to time to make minor cash purchases, not exceeding \$50.00 as the occasion arises for the Police Department and Borough Departments,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Pompton Lakes that a Petty Cash fund of Fifty Dollars (\$50.00) be given to the Police Department, and Two Hundred Dollars (\$200.00) to the Finance Department. These funds are to be returned to the Borough's **GENERAL ACCOUNT** no later than the 24<sup>th</sup> day of December each year.

**RESOLUTION NO. 18-08**

**WHEREAS**, it is necessary from time to time to make minor cash purchases, not exceeding \$50.00 as the occasion arises for the Police Department and Borough Departments,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Pompton Lakes that a Petty Cash fund of Fifty Dollars (\$50.00) be given to the Police Department, and Two Hundred Dollars (\$200.00) to the Finance Department. These funds are to be returned to the Borough's **GENERAL ACCOUNT** no later than the 24<sup>th</sup> day of December each year.

**RESOLUTION NO. 18-09**

**WHEREAS**, N.J.A.C. 17:27-3.5 requires the Borough of Pompton Lakes to appoint a Public Agency Compliance Officer (hereinafter referred to as a P.A.C.O.); and

**WHEREAS**, the P.A.C.O. is the liaison between the Department of the Treasury, Division of Contract Compliance and the contract vendor, and

**WHEREAS**, the P.A.C.O. also serves as the Borough's point of contact for all matters concerning the implementation and administration of Department of the Treasury regulations and statutes including but not limited to contract procedures pertaining to equal opportunity in connection with contract vendors and construction contractors; and

**WHEREAS**, the Mayor and Council desire to comply with applicable laws and regulations in this matter.

**NOW, THEREFORE, IT IS RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF POMPTON LAKES THAT Kevin Boyle** shall be and is hereby appointed to be the Public Agency Compliance Officer for the Borough of Pompton Lakes.

**RESOLUTION NO. 18-10**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey, as follows:

1. A service charge shall be added to any account owing to the municipality if payment tendered on the account was by a check or other written instrument which was returned for insufficient funds;
2. Whenever an account owing to the municipality is for a Tax or Special Assessment, the service charge shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien. The service charge shall be \$20.00 per check or other written instrument.

**RESOLUTION NO. 18-11**

**WHEREAS**, Chapter 99, P.L. of 1997, known as N.J.S.A. 54:5-19 directs the Tax Collector to hold a yearly tax sale; and

**WHEREAS**, Chapter 99, P.L. of 1999, known as N.J.S.A. 54:5-26 and N.J.S.A. 54:4-104.48 permits a maximum fee of \$25.00 for making a notice of tax sale for each of two weeks proceeding the date of the tax sale; and

**WHEREAS**, the Tax Collector is responsible for property tax collection;

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Pompton Lakes authorizes the Tax Collector to hold a yearly tax sale per State statute and to charge \$25.00 for each of two tax sale mailings.

**RESOLUTION NO. 18-12**

**WHEREAS**, R.S. 54:4-66 provides that taxes are payable in quarterly installments on February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup>, and November 1<sup>st</sup> in each year, and

**WHEREAS**, N.J.S.A. 40:56-32 provides that installments on assessment are due on the anniversary of the second month following their confirmation, and

**WHEREAS**, N.J.S.A. 54:4-67 authorized municipalities to provide a grace period not exceeding ten days without additional charge for interest; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Pompton Lakes that no interest shall be charged if any installment of taxes is made within the tenth calendar day following the date on which the same becomes payable, but when an installment is received after the expiration of the grace period, the delinquent balance shall bear interest from the due date at a rate of 8% per annum on that portion of the delinquency which is less than or equal to \$1,500 and at 18% per annum on that portion of the delinquency which is in excess of \$1,500.

**BE IT FURTHER RESOLVED**, by the Mayor and Council of the Borough of Pompton Lakes that the Tax Collector be and is hereby authorized to charge an additional 6% penalty on a total delinquency in excess of \$10,000. in accordance with R.S. 54:4-67, Chapter 75, PL 1991.

**RESOLUTION NO. 18-13**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Pompton Lakes, a municipal corporation in the County of Passaic, that **JILL WALSH** be and is hereby appointed as the **OFFICIAL TAX SEARCH OFFICER** of the Borough of Pompton Lakes for the year 2018.

**RESOLUTION NO. 18-14**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Pompton Lakes, a municipal corporation in the County of Passaic, that **ELIZABETH BRANDSNESS** be and is hereby appointed as the **OFFICIAL ASSESSMENT SEARCH OFFICER** of the Borough of Pompton Lakes for the year 2018.

**RESOLUTION NO. 18-15**

**WHEREAS**, the Open Public Meetings Act calls for the production of minutes from Executive Sessions and provides for said minutes to remain privileged communications - confidential until such time that same, pursuant to law, shall be released to the public; and

**WHEREAS**, the Mayor and Borough Council periodically review and approve Executive Session minutes as to their completeness; and

**WHEREAS**, subsequent to said approval, minutes may become available to the public.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey that the Municipal Clerk shall have the authority to release Executive Session minutes to the public upon request after consultation with the Municipal Attorney and it is determined that the specific Executive Session minutes in accordance with the law be released to the public.

**BE IT FURTHER RESOLVED** that this Resolution shall be considered on an annual basis at the reorganization meeting of the Mayor and Council.

**RESOLUTION NO. 18-16**

**WHEREAS**, Public Laws of 1975, Chapter 23, Open Public Meetings Act, permits the Mayor and Council to establish a schedule of regular Council Meetings,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Pompton Lakes:

1. The Meetings will be held in the Municipal Building, 25 Lenox Avenue, Pompton Lakes, NJ 07442
2. The Meetings will begin at 7:30pm.
3. Special Meetings may be called by the Mayor as required.
4. The dates for the Regular Council Meetings are as follows:

January 3, 2018 – 6:30pm	Reorganization Meeting
January 10 and 24, 2018	July 18, 2018
February 7 and 21, 2018	August 15, 2018
March 14 and 21, 2018	September 12 and 26, 2018
April 11 and 25, 2018	October 10 and 24, 2018
May 9 and 25, 2018	November 7 and 28, 2018
June 13 and 27, 2018	December 12, 2018

The Agenda format for the Regular Meeting is as follows:

1. Call to Order, Prayer, Flag Salute, Statement of Compliance, Roll Call, Borough Officers,  
    Mayor Presentations
2. Meeting Open for Public Comment
3. Approval of Minutes
4. Authorized Bills and Claims
5. Presentation of Petitions
6. Consent Agenda - Resolutions
7. Resolutions for Separate Action
8. Introduction of Ordinances – First Reading
9. Ordinances for Second Reading and Adoption
10. Mayor’s Report
11. Council Committee Reports
12. Tabled Items
13. Meeting Open for Public Comment
14. Privilege of the Floor
15. Adjourn to Executive Session When Required
16. Adjournment

All Meetings will be conducted under the Roberts Rules of Order Parliamentary Procedure.

This Resolution shall be mailed to the Suburban Trends, the Record, and the Newark Star Ledger Newspapers, posted on the bulletin board in the Municipal Building and mailed to any who request and pay for same.

**RESOLUTION NO. 18-17**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Pompton Lakes the fees for the following customary towing and storage services are hereby by licensed operators:

- |  |                             |
|--|-----------------------------|
| 1. Basic Tow: (up to 8000gvw).   | \$95.00                     |
| 2. Basic Tow Medium Duty: (8001gvw to 18000gvw).<br>\$150.00   |                             |
| 3. Basic Tow Heavy Duty: (18001gvw to 80000gvw).<br>\$275.00   |                             |
| 4. Waiting Time per hour billable in 15 minute increments.   | \$80.00                     |
| 5. Brush Cleaning, including debris that can be picked up by hand.   | \$50.00                     |
| 6. Site Clean Up (based upon # of 50lb. bags of absorbent used).   | \$30.00                     |
| 7. Tarping to prevent weather damage.  | \$50.00                     |
| 8. Crash Wrap to prevent weather damage.   | \$50.00                     |
| 9. Winching (up to 8000lbs.gvw) per hr. billable in half hr.<br>\$120.00 increments.                                 |                             |
| 10. Winching (over 8000lbs.gvw) per hr. billable in half hr.<br>\$450.00 increments.                                 |                             |
| 11. Specialized Equipment  | Priced based upon type used |
| 12. Labor billable per man per hour.   | \$80.00                     |
| 13. Second Truck   | Billable by prevailing rate |
| 14. Administration Charge for vehicles involved in MVA (charge<br>applicable after three (3) trips to storage yard). | \$40.00                     |

15. Storage (up to 8000lb.gvw).  
\$35.00/day

16. Storage (over 8000lb.gvw). Rate based on spaces used

**RESOLUTION NO. 18-25**

**WHEREAS**, due to a lack of a second meeting in December it becomes necessary to transfer appropriation retroactively effective December 31, 2017 in order to properly close out 2017.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Pompton Lakes that the following year 2017 budget line items appropriation transfer be and are hereby effective 12/31/17.

**From:**

**To:**

Tax Appeals  
7-01-20-150-154 \$10,000.00

Police Department S&W  
7-01-25-240-011 \$120,500.00

Fair Share Plan  
7-01-20-165-110 \$10,000.00

Kelly Law  
7-01-20-175-101 \$10,000.00

First Aid VSAP  
7-01-25-261-101 \$ 9,000.00

Fire VSAB  
7-01-25-261-102 \$ 5,000.00

FD Clothing Allowance  
7-01-25-265-101 \$10,000.00

Outside Contractors  
7-01-26-291-130 \$10,000.00

Recycling S&W  
7-01-26-305-013 \$10,000.00

Clerks S&W  
7-01-20-120-011 \$20,000.00

Codification  
7-01-20-120-155 \$ 7,500.00

Clerks Misc.  
7-01-20-120-158 \$ 2,000.00

Legal OE  
7-01-20-155-118 \$ 5,000.00

Mis. Fringe  
7-01-22-195-158 \$12,000.00

**RESOLUTIONS FOR SEPARATE ACTION:**

**RESOLUTION NO. 18-18**

**RESOLUTION CONFIRMING APPOINTMENT OF JOSEPH J. RAGNO, Jr., ESQ. OF STRUBLE RAGNO AS THE MUNICIPAL ATTORNEY SUBJECT TO THE EXECUTION OF A CONTRACT**

**BE IT RESOLVED** by the Municipal Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey, that the appointment by Mayor Michael Serra of Joseph J. Ragno, Jr., Esq. of Struble Ragno, PO Box 230, Riverdale, New Jersey, 07457, as the Municipal Attorney for the Year 2018, is hereby confirmed, subject to the execution of a contract by and between the parties and the provision of such documents as required by State statute for contracts to be awarded for non-fair and open appointments.

Motion moved by Councilwoman Reicher, second by Councilman Barranco to approve Resolution 18-18.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes Councilman Venin, Yes.**

**RESOLUTION NO. 18-19**

**RESOLUTION CONFIRMING APPOINTMENT OF CHARLES FERRAIOLI, JR., FERRAIOLI, CERULLO & CUVA AS THE MUNICIPAL AUDITOR SUBJECT TO THE EXECUTION OF A CONTRACT**

**BE IT RESOLVED** by the Municipal Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey, the appointment by Mayor Michael Serra of Charles Ferraioli, Jr., Ferraioli, Cerullo & Cuva, 401 Wanaque Avenue, Pompton Lakes, New Jersey, 07442, as the Municipal Auditor for the Year 2018, is hereby confirmed, subject to the execution of a contract by and between the parties and the provision of such documents as required by State statute for contracts to be awarded for non-fair and open appointments.

Motion moved by Councilman Barranco, second by Councilman Baig to approve Resolution 18-19.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes Councilman Venin, Yes.**

**RESOLUTION NO. 18-20**

**RESOLUTION CONFIRMING APPOINTMENT OF ROBERT BEINFELD OF HAWKINS, DELAFIELD AND WOOD, LLP AS THE MUNICIPAL BOND COUNSEL SUBJECT TO THE EXECUTION OF A CONTRACT**

**BE IT RESOLVED** by the Municipal Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey, the appointment by Mayor Michael Serra of Robert Beinfeld of Hawkins, Delafield and Wood, LLP, One Gateway Center, Newark, New Jersey, 07102 as Bond Counsel for the Year 2018, is hereby confirmed, subject to the execution of a contract by and between the parties and the provision of such documents as required by State statute for contracts to be awarded for non-fair and open appointments.

Motion moved by Councilwoman Reicher, second by Councilman DeLine to approve Resolution 18-20.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes Councilman Venin, Yes.**

**RESOLUTION NO. 18-21**

**RESOLUTION CONFIRMING APPOINTMENT OF DAVID M. HUNDERTMARK AGENCY, INC. AS THE OFFICIAL MUNICIPAL INSURANCE RISK MANAGEMENT COMPANY SUBJECT TO THE EXECUTION OF A CONTRACT**

**BE IT RESOLVED** by the Municipal Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey, the appointment by Mayor Michael Serra of David M. Hundertmark Agency, Inc., 312 Wanaque Avenue, Pompton Lakes, New Jersey as the Official Agency for Insurance Risk Management Services for the Year 2018, is hereby confirmed, subject to the execution of a contract by and between the parties.

Motion moved by Councilman Baig, second by Councilman Barranco to approve Resolution 18-21.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes Councilman Venin, Yes.**

**RESOLUTION 18-22**

**RESOLUTION CONFIRMING APPOINTMENT OF AHS HOSPITAL CORP./CHILTON MEDICAL CENTER FOR PUBLIC HEALTH NURSING SERVICES PURSUANT TO EXISTING CONTRACT**

**BE IT RESOLVED** by the Municipal Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey, that the appointment of AHS Hospital Corp/Chilton Medical Center, 97 West Parkway, Pompton Plains, New Jersey for Public Health Services located at 242 West Parkway, Pompton Plains, New Jersey is hereby confirmed, subject to the execution of contract by and between the parties and the provision of such documents as required by State statute for contracts to be awarded for non-fair and open appointments..

Motion moved by Councilman DeLine, second by Councilwoman Reicher to approve Resolution 18-22.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes Councilman Venin, Yes.**

**RESOLUTION NO. 18-23**

**RESOLUTION CONFIRMING APPOINTMENT OF ATLANTIC CORPORATE HEALTH/CHILTON MEDICAL CENTER AS THE OFFICIAL FACILITY FOR OCCUPATIONAL HEALTH SERVICES SUBJECT TO THE EXECUTION OF A CONTRACT**

**BE IT RESOLVED** by the Municipal Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey, that the appointment of Atlantic Corporate Health/Chilton Medical Center, 97 West Parkway, Pompton Plains, New Jersey as the Official Facility for Occupational Health located at 242 West Parkway, Pompton Plains, New Jersey is hereby confirmed, subject to the execution of a contract by and between the parties and the provision of such documents as required by State statute for contracts to be awarded for non-fair and open appointments..

Motion moved by Councilman Jaconetta, second by Councilman DeLine to approve Resolution 18-23.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes Councilman Venin, Yes.**

**RESOLUTION NO. 18-24**

**RESOLUTION CONFIRMING APPOINTMENT OF AHS HOSPITAL CORP./CHILTON MEDICAL CENTER AS THE OFFICIAL FACILITY FOR COMMUNITY HEALTH EDUCATION SUBJECT TO THE EXECUTION OF A CONTRACT**



**BE IT RESOLVED** by the Municipal Council of the Borough of Pompton Lakes, County of Passaic, State of New Jersey, that the appointment of AHS Hospital Corp/Chilton Medical Center, 97 West Parkway, Pompton Plains, New Jersey as the Official Facility for Community Health Education located at 242 West Parkway, Pompton Plains, New Jersey is hereby confirmed, subject to the execution of a contract by and between the parties and the provision of such documents as required by State statute for contracts to be awarded for non-fair and open appointments..

Motion moved by Councilman DeLine, second by Councilwoman Reicher to approve Resolution 18-24.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes Councilman Venin, Yes.**

**INTRODUCTION OF ORDINANCES – FIRST READING AND INTRODUCTION**  
*(These Ordinances will be presented for Second Reading and Final Adoption on January 24, 2018)*

**ORDINANCE 18-01**

**APPOINTING STRUBLE RAGNO, ATTORNEYS AT LAW, JOSEPH J. RAGNO, JR., ESQ. AS BOROUGH ATTORNEYFOR THE PERIOD JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

Motion moved by Councilman Barranco, second by Councilman to approve Ordinance 18-01 for Introduction.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes, Councilman Venin, Yes.**

**ORDINANCE 18-02**

**AN ORDINANCE AUTHORIZING THE MAYOR AND BOROUGH CLERK TO EXECUTE A LEASE AMENDMENT WITH THE POMPTON LAKES RIVERDALE LITTLE LEAGUE, INC.**

**ORDINANCE 18-03**

**AN ORDINANCE AUTHORIZING THE MAYOR AND BOROUGH CLERK TO EXECUTE A LEASE AMENDMENT WITHTHE POMPTON LAKES RIVERDALE SOCCER ASSOCIATION, INC.**

**ORDINANCE 18-04**

**AN ORDINANCE AUTHORIZING THE MAYOR AND BOROUGH CLERK TO ORGANIZATION, INC. EXECUTE A LEASE AMENDMENT WITH THE POMPTON LAKES YOUTH**

**ORDINANCE 18-05**

**AN ORDINANCE AUTHORIZING THE MAYOR AND BOROUGH CLERK TO EXECUTE A LEASE AMENDMENT WITHTHE POMPTON LAKES BOARD OF EDUCATION (Carlough Field – Lacrosse)**

Motion moved by Councilman Barranco, second by Councilman Venin to approve Ordinances 18-02, 18-03, 18-04 and 18-05 for Introduction.

**Roll Call: Councilman Baig, Yes, Councilman Barranco. Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes, Councilman Venin, Yes.**

**ORDINANCES FOR SECOND READING AND FINAL ADOPTION:**

*(These ordinances have been advertised and posted on the Municipal Bulletin Board)*

**ORDINANCE 17-25**

**AN ORDINANCE ACCEPTING THE DONATION OF REAL PROPERTY IMPROVEMENTS LOCATED AT 1878 LINCOLN AVENUE - WGHT**

Motion moved by Councilman DeLine, second by Councilwoman Reicher to open the Meeting for public comments on Ordinance # 17-25. All voted in favor of the motion.

No one from the public wished to comment on Ordinance 17-25.

Motion moved by Councilman DeLine, second by Councilman Venin to close the Meeting for public comments on Ordinance # 17-25. All voted in favor of the motion.

Motion moved by Councilman Baig, second by Councilman Barranco to approve Ordinance # 17-25 for Final Adoption.

**Roll Call: Councilman Baig, Yes, Councilman Barranco, Yes, Councilman DeLine, Yes, Councilman Jaconetta, Yes, Councilwoman Reicher, Yes, Councilman Venin, Yes.**

**MAYOR SERRA’S NEW YEARS DAY ADDRESS:**

Mayor Serra stated he would provide his New Year’s Day Address during the next scheduled Council Meeting.

*Mayor Serra reminded the community of the time capsule that is buried in the front lawn of the Library scheduled to be opened on January 1, 2050*

**MEETING OPEN FOR PUBLIC COMMENTS:**

Motion moved by Councilman DeLine, second by Councilman Barranco to Open the Meeting for Public Comments. All voted in favor.

**RANDY HINTON, Montclair Avenue**

Mr. Hinton congratulated Councilmen Jaconetta and Venin on their re-election to Council and wished them well.

**DAVE ROWAN, Pompton Lakes**

Mr. Rowan commented on the summonses being issued to motor vehicles in the Borough and wanted to thank Police Chief Moises Agosto and the Police Department for their diligence.

Motion moved by Councilwoman Reicher, second by Councilman Baig to Close the Meeting for Public Comments. All voted in favor of the motion.

**ADJOURNMENT:**

Motion moved by Councilman DeLine, second by Councilman Venin to adjourn the meeting at 7:08PM. All voted in favor of the motion.

**ATTEST** \_\_\_\_\_  
**ELIZABETH BRANDSNESS, RMC**  
**Municipal Clerk**

**APPROVED BY:** \_\_\_\_\_  
**MICHAEL A. SERRA**  
**Mayor**

