

**RE: LEGAL
NEWSPAPER**

**RESOLUTION NO. 1-2012
BOROUGH OF RIVERDALE**

BE IT RESOLVED, by the Mayor and Council of the Borough of Riverdale, in the County of Morris, State of New Jersey, that the **OFFICIAL NEWSPAPER** for the Borough of Riverdale shall be the Suburban Trends for the year 2012.

BE IT FURTHER RESOLVED, that the Star Ledger shall be the alternate paper for the year 2012.

MOTION:

SECOND:

AYES:

NAYS:

ABSTAIN:

DATE: January 2, 2012

**RE: SCHEDULED MEETINGS
MAYOR AND COUNCIL**

**RESOLUTION NO. 2-2012
BOROUGH OF RIVERDALE**

BE IT RESOLVED, that the Mayor and Council of the Borough of Riverdale, in the County of Morris, State of New Jersey, shall meet on the **FIRST & THIRD MONDAY** of each month at 7:30 P.M. in the Municipal Building during the year 2012. If the meeting date falls on a holiday the meeting is scheduled for the Wednesday following that Monday.

BE IT FURTHER RESOLVED, that the **WORK SESSIONS** of the Mayor and Council shall be held on the **FIRST MONDAY** of each month at 7:30 p.m. at which formal action may be taken as deemed necessary. These meetings shall be held in the Municipal Building for the year 2012.

BE IT FURTHER RESOLVED, the **REGULAR MEETINGS** of the Mayor and Council shall be held on the **THIRD MONDAY** of each month at 7:30 p.m. at which formal action will be taken. These meeting shall be held in the Municipal Building for the year 2012.

<u>Workshop</u>		<u>Regular</u>	
January 2	Monday	January 16	Monday
February 6	Monday	February 22	Wednesday
March 5	Monday	March 19	Monday
April 2	Monday	April 16	Monday
May 7	Monday	May 21	Monday
June 4	Monday	June 18	Monday
July 2	Monday	July 16	Monday
August 6	Monday	August 20	Monday
September 5	Wednesday	September 17	Monday
October 1	Monday	October 15	Monday
November 5	Monday	November 19	Monday
December 3	Monday	December 17	Monday

MOTION:

SECOND:

AYES:

NAYS:

MOTION CARRIED:

**RE: OFFICIAL SIGNATURES
& DEPOSITORIES**

RESOLUTION NO. 3-2012

BOROUGH OF RIVERDALE

BE IT RESOLVED, by the Mayor and Council of the Borough of Riverdale, that **THE BANK OF AMERICA**, Bloomingdale Branch and the **WELLS FARGO**, Riverdale Branch shall be the depositories for the following accounts of the Borough, to take place effective January 1, 2012.

1. Dog Funds
2. Payroll Funds
3. Premium Savings Account (Escrow accounts)
4. Water Operating Funds
5. Water Capital Funds
6. Bond & Interest Accounts
7. General Funds
8. General Capital Funds
9. Certificate of Deposit
10. Sewer Account
11. Sewer Capital Account
12. Police Special Savings Account
13. All Trust Accounts held by the Borough of Riverdale

BE IT FURTHER RESOLVED that any other said institution; also be designated as a depository for Certificate of Deposit as determined by the Finance Officer in order to obtain the most favorable interest rates.

BE IT FURTHER RESOLVED that the Custodian of the aforementioned Accounts shall be the Finance Officer of the Borough of Riverdale with the exception of the **PAYROLL FUNDS**. All disbursements shall be made by **CHECKS** signed by the **MAYOR**, or in his absence the **ACTING MAYOR**, the **BOROUGH CLERK** or in her absence the **DEPUTY CLERK**, or the **FINANCE OFFICER**. Payroll checks shall be signed by the **BOROUGH CLERK** or in her absence the **DEPUTY CLERK**.

MOTION:

SECOND:

AYES:

NAYS:

DATE: January 3, 2011

OFFICIAL SIGNATURES

WILLIAM BUDESHEIM - MAYOR

CAROL TALERICO - MUNICIPAL CLERK

KENNETH SESHOLTZ – FINANCE OFFICER

LINDA FORBES, DEPUTY CLERK (in Municipal Clerks Absence)

ACTING MAYOR (in Mayors Absence)

RE: DELINQUENT TAXES

**RESOLUTION NO. 4-2012
BOROUGH OF RIVERDALE**

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

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Riverdale, that the interest to be charged a delinquent taxpayer for the non-payment of real property taxes or assessments shall be in the sum of 8% per annum on the first \$1,500.00 or delinquency and 18% per annum on any payment in excess of \$1,500.00, for the year 2012.

BE IT FURTHER RESOLVED that the Governing Body shall provide a grace period of ten (10) days within an installment of taxes may be received without an additional charge of interest from the due date.

BE IT FURTHER RESOLVED that this delinquency is to be calculated on a sum of all taxes from year to year and not to be calculated on an individual yearly basis.

MOTION:

SECOND:

AYES:

NAYS:

DATE: January 3, 2012

**RE: LOCAL PUBLIC
CONTRACTS LAW**

BOROUGH OF RIVERDALE

RESOLUTION NO. 5 - 2012

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
PROFESSIONAL SERVICES**

WHEREAS, the Borough of Riverdale has a need to obtain legal services, engineering services, accounting services, planning services, and has determined to award these contracts as a professional service without obtaining competitive bids or quotations pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Borough of Riverdale will determine and certify in writing that the value of the service will exceed \$17,500.00; and

WHEREAS, the anticipated term of this contract is one year; and

WHEREAS, the professional service contractor will complete and submit a Business Entity Disclosure Certification which certifies that the entity has not made any reportable contributions to a political or candidate committee in the Borough of Riverdale for the previous one year, and that the contract will prohibit the entity from making any reportable contributions through the term of the contract; and

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

public inspection, the Borough Clerk will keep such individual resolutions and contracts on file for each contract for inspection; and

WHEREAS, the Chief Financial Officer will certify that the funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Riverdale, in the County of Morris and State of New Jersey, that the Borough of Riverdale authorizes the entry into contracts for services of Attorneys, Engineers, Auditor and Planner as described herein; and

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

BE IT FINALLY RESOLVED a notice of this action shall be printed once in the legal newspaper of the Borough of Riverdale.

MOTION:

SECOND:

AYES:

NAYS:

ABSTAIN:

DATE: January 2, 2012

**RE: WORK PERIODS -
LAW ENFORCEMENT**

**RESOLUTION NO. 6-2012
BOROUGH OF RIVERDALE**

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

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

WHEREAS, this municipality has not heretofore provided a definition of **WORK PERIOD** for Law Enforcement Personnel prior to which mandatory requirements of the Federal Act shall not apply pursuant to the existing provisions of the aforementioned Fair Standards Act for the calendar year 2012, shall be 28 days.

MOTION:

SECOND:

AYES:

NAYS:

ABSTAIN:

DATE: January 2, 2012

**RE: OFFICIAL HOLIDAYS
BOROUGH EMPLOYEES**

**RESOLUTION NO. 7-2012
BOROUGH OF RIVERDALE**

BE IT RESOLVED, by the Mayor and Council of the Borough of Riverdale, County of Morris, New Jersey, that the following Official Holiday's be approved for the year 2012.

**NEW YEARS DAY
PRESIDENTS DAY
GOOD FRIDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
COLUMBUS DAY
VETERAN'S DAY
THANKSGIVING DAY
FRIDAY FOLLOWING THANKSGIVING DAY
CHRISTMAS DAY**

BE IT FURTHER RESOLVED, the holidays falling on Saturday are observed on Friday and holidays falling on Sunday be observed on Monday, except New Years Day, if it falls on Saturday it will be celebrated on Monday.

*Each employee is allotted 4 personal days when approved by department head.

**MOTION:
SECOND:
AYES:
NAYS:
ABSTAIN:**

DATE: January 2, 2012

RESOLUTION 8-2012
CASH MANAGEMENT PLAN

BOROUGH OF RIVERDALE
COUNTY OF MORRIS
NEW JERSEY

PURPOSE:

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

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

DEFINITIONS:

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

DESIGNATION OF DEPOSITORIES:

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

AUDIT REQUIREMENT:

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

AUTHORITY TO INVEST:

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

INVESTMENT INSTRUMENT:

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

RECORDS AND REPORTS:

1. The Treasurer shall report all investments in accordance with N.J.S.A. 40A:5-15.2.
2. At a minimum, the Treasurer shall:
 - a. Keep a record of all investments.
 - b. Keep a cash position record which reveals, on a daily basis, the status of the Borough's cash in its bank accounts.
 - c. Report investments to the Governing Body at regularly scheduled meetings of the Governing Body.
 - d. Report monthly to the Governing Body as to the status of cash balances in bank accounts, revenue collection, interest rates, and interest earned.

CASH FLOW:

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

CLERK'S CERTIFICATION

I, Carol J. Talerico, Clerk of the Borough of Riverdale do hereby certify that the attached is a true copy of a resolution duly adopted by the Mayor and Council of the Borough of Riverdale at a regular meeting held on January 2, 2012.

Carol J. Talerico, R.M.C.
Municipal Clerk

**RESOLUTION NO. 9-2012
TEMPORARY APPROPRIATIONS**

WHEREAS, 40A:4-19 provides that where any contract, commitment or payment are to be made prior to the final adoption of the 2012 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

WHEREAS, the effective date of this resolution is January 1, 2012, and

WHEREAS, the total appropriations in the 2011 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance are as follows:

Current	\$6,022,294.96
Water/Sewer Utility	1,707,312.50

WHEREAS, 26.25 percent of the total appropriations in the 2011 budget, exclusive of any appropriations for debt service, capital improvement fund and public assistance in said 2011 budget is as follows:

Current	\$1,580,852.42
Water/Sewer Utility	448,169.53

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

CURRENT FUND

General Appropriations
Operations - Within "CAPS"

Administrative and Executive:	
Salaries and Wages	\$20,000.00
Other Expenses	15,000.00
Mayor and Council:	
Salaries and Wages	20,000.00
Borough Clerk:	
Salaries and Wages	40,000.00
Financial Administration:	
Salaries and Wages	10,000.00
Assessment of Tax:	
Salaries and Wages	10,000.00
Other Expenses	3,000.00
Collection of Taxes:	
Salaries and Wages	15,000.00
Other Expenses	2,500.00
Legal Services:	
Contractual Expenses	10,000.00
Other Expenses	10,000.00
Municipal Prosecutor:	
Salaries and Wages	4,500.00
Professional and Engineering Services and Costs:	
Other Expenses	10,000.00
Insurance:	
General Liability	70,000.00
Workers Compensation	75,000.00
Employee Group Health	150,000.00
Public Buildings and Grounds:	
Salaries and Wages	2,000.00
Other Expenses	8,000.00

Planning Board:	
Salaries and Wages	1,000.00
Other Expenses	5,000.00
Zoning Official:	
Salaries and Wages	5,000.00
Fire:	
Salaries and Wages	4,500.00
Other Expenses	8,000.00
Fire Inspector:	
Salaries and Wages	2,000.00
Other Expenses	200.00
Police:	
Salaries and Wages	550,000.00
Other Expenses	20,000.00
Emergency Management Services:	
Salaries and Wages	5,000.00
Other Expenses	1,000.00
Road Repairs and Maintenance:	
Salaries and Wages	90,000.00
Other Expenses	20,000.00
Shade Tree:	
Salaries and Wages	500.00
Other Expenses	500.00
Vehicle Maintenance:	
Salaries and Wages	10,000.00
Other Expenses	15,000.00
Board of Health:	
Salaries and Wages	500.00
Other Expenses	11,000.00
Registrar:	
Salaries and Wages	1,500.00
Senior Citizens' Program	
Other Expenses	8,000.00
Public Facilities:	
Salaries and Wages	5,500.00
Parks and Playgrounds:	
Salaries and Wages	2,000.00
Other Expenses	1,000.00
Celebration of Public Event, Anniversary or Holiday:	
Other Expense	1,000.00
Electricity	15,000.00
Street Lighting	6,000.00
Telephone and Telegraph	12,000.00
Natural Gas	12,000.00
Gasoline	25,000.00
Garbage Removal	60,000.00
Building Inspector:	
Salaries and Wages	15,000.00
Other Expenses	1,000.00
Plumbing Inspector:	
Salaries and Wages	4,000.00
Electrical Inspector:	
Salaries and Wages	4,000.00
Fire Sub-Code:	
Salaries and Wages	2,000.00
Municipal Court:	
Salaries and Wages	30,000.00
Other Expenses	<u>4,000.00</u>

1,433,200.00

Deferred Charges and
Statutory Expenditures -
Municipal within "CAPS"

Statutory Expenditures:

Social Security System 72,000.00

General Appropriations
Operations - Excluded from "CAPS"

Maintenance of Free Public Library 75,000.00

\$1,580,200.00
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WATER/SEWER UTILITY FUND

Operating:

Salaries and Wages \$20,000.00
Other Expenses 425,000.00
445,000.00

Statutory Expenditures:

Social Security 3,000.00
\$448,000.00
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