

AGENDA
WORK SESSION MEETING
BOROUGH OF MONTVALE
Mayor and Council Meeting
September 30, 2025
Closed Executive Session 7:00PM
Meeting to Commence 7:30PM

CLOSED/EXECUTIVE SESSION:

Motion to move into Executive Session as provided for by Resolution No. 15-2025 adopted on January 1, 2025 and posted on the bulletin board in the Municipal Building

The Mayor and Council will go into a Closed Executive Session for the following:

- Attorney Client Privilege – Potential Litigation – Affordable Housing

Minutes to be disclosed as per the Open Public Meetings Act matters discussed will be disclosed to the public when such matters are finally determined and there is no reason to prohibit the public disclosure of information relating to such matters.

ROLL CALL:

Councilmember Arendacs
Councilmember Cudequest
Councilmember Koelling

Councilmember Lane
Councilmember Roche
Councilmember Russo-Vogelsang

ORDINANCES:

INTRODUCTION OF ORDINANCE NO. 2025-1578 AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 385, "VEHICLES AND TRAFFIC," OF THE BOROUGH CODE TO DESIGNATE NEW "STOP INTERSECTIONS
(Public Hearing 10-28-25)

INTRODUCTION OF ORDINANCE NO. 2025-1579 AN ORDINANCE APPROPRIATING \$25,000 FROM THE CAPITAL FUND BALANCE FOR THE ACQUISITION OF AN ALCOHOL BREATH TESTING DEVICE FOR THE POLICE DEPARTMENT
(Public Hearing 10-28-25)

INTRODUCTION OF ORDINANCE NO. 2025-1580 AN ORDINANCE APPROPRIATING \$144,000 FOR IMPROVEMENTS TO HUFF PARK, INCLUDING CONSTRUCTION OF A SHADE STRUCTURE, AND PROVIDING FOR THE FUNDING THEREOF
(Public Hearing 10-28-25)

INTRODUCTION OF ORDINANCE NO. 2025-1581 AN ORDINANCE APPROPRIATING \$30,000 FROM THE CAPITAL FUND BALANCE FOR RENOVATIONS AND REHABILITATION OF BUILDINGS AND GROUNDS AT DEPIERO FARM
(Public Hearing 10-28-25)

MEETING OPEN TO PUBLIC:

Agenda Items Only

MEETING CLOSED TO PUBLIC:

Agenda Items Only

MINUTES:

September 9, 2025

CLOSED SESSION MINUTES:

August 26, 2025

September 9, 2025

RESOLUTIONS: NON-CONSENT

187-2025 Canceling The Unexpended Balances Of Certain Ordinances

188-2025 A Resolution Awarding a Contract to Draeger, Inc. for One Alcotest 9510 and Related Equipment and Services Pursuant to State Contract 20-TELE-00933 T3031 For Use By the Montvale Police Department

RESOLUTIONS: (CONSENT AGENDA*)

*All items listed on a consent agenda are considered to be routine and non-controversial by the Borough Council and will be approved by a motion, seconded and a roll call vote. There will be no separate discussion on these items unless a Council member(s) so request it, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

185-2025 Refund Tax Overpayments Due to Duplicate Payments

186-2025 Amending Resolution No. 141-2025 for a Professional Services Contract to King, Moench & Collins LLP to Serve as Special Counsel for Affordable Housing Litigation

BILLS:

ENGINEER'S REPORT:

ATTORNEY'S REPORT:

ADMINISTRATOR'S REPORT:

UNFINISHED BUSINESS:

None

NEW BUSINESS:

- Discussion - Borough Newsletter
- Discussion – Memorial Drive Sidewalk Improvements

COMMUNICATION CORRESPONDENCE:

None

MEETING OPEN TO THE PUBLIC:

HEARING OF CITIZENS WHO WISH TO ADDRESS THE MAYOR AND COUNCIL:

Upon recognition by the Mayor, the person shall proceed to the floor and give his/her name and address in an audible tone of voice for the records. Unless further time is granted by the Council, he/she shall limit his/her statement to five (5) minutes. Statements shall be addressed to the Council as a body and not to any member thereof. No person, other than the person having the floor, shall be permitted to enter into any discussion, without recognition by the Mayor.

MEETING CLOSED TO THE PUBLIC:

ADJOURNMENT:

Regular Meeting of the Mayor & Council will be held at 7:30pm on Thursday, October 9th, 2025

**BOROUGH OF MONTVALE
ORDINANCE NO. 2025-1578**

NOTICE IS HEREBY GIVEN that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on September 30, 2025 and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on October 28, 2025 at 7:30pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Frances Scordo, Municipal Clerk
Borough of Montvale

AN ORDINANCE OF THE BOROUGH OF MONTVALE AMENDING AND SUPPLEMENTING CHAPTER 385, "VEHICLES AND TRAFFIC," OF THE BOROUGH CODE TO DESIGNATE NEW "STOP INTERSECTIONS"

WHEREAS, in the interest of safety, the Chief of Police of the Montvale Police Department has recommended that additional intersections be designated as "Stop Intersections" and that stop signs be placed at such intersections; and

WHEREAS, the Mayor and Council are desirous of adopting the recommendations of the Chief of Police and amending the Borough Code to implement same.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Montvale as follows:

Section 1. Chapter 385 of the Borough Code, Section 41, entitled "Schedule VIII – Stop Intersections," shall be amended and supplemented by adding the following locations of stop intersections:

§385-41 Schedule VIII – Stop Intersections.

Intersection	Stop Sign On
Bramble Way and Bayberry Drive	Bramble Way, southbound
Shady Trail and Bayberry Drive	Shady Trail, southbound
Woodland Road and Magnolia Avenue	Woodland Road, northbound Woodland Road, southbound

Section 2. Repeal of Inconsistent Ordinances.

All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3. Savings Clause.

Nothing in this Ordinance shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed pursuant to this Ordinance, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

Section 4. Severability.

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 5. Effective Date.

This ordinance shall become effective upon adoption and publication as required by law.

Section 6. Installation.

The Borough Administrator (or such person as directed by the Borough Administrator) is hereby directed, authorized and empowered to take all reasonable steps to acquire the necessary signage and to direct the Pascack Valley Department of Public Works to install same at the identified intersections.

MICHAEL GHASSALI
Mayor

ATTEST:
FRANCES SCORDO
Municipal Clerk

INTRODUCTION: 9-30-25

Councilmember	Yes	No	Absent	Abstain
Arendacs				
Cudequest				
Koelling				
Lane				
Roche				
Russo-Vogelsang				

ADOPTED: 10-28-25

Councilmember	Yes	No	Absent	Abstain
Arendacs				
Cudequest				
Koelling				
Lane				
Roche				
Russo-Vogelsang				

**BOROUGH OF MONTVALE
ORDINANCE NO. 2025-1579**

NOTICE IS HEREBY GIVEN that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on September 30, 2025 and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on October 28, 2025 at 7:30pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Frances Scordo, Municipal Clerk
Borough of Montvale

AN ORDINANCE APPROPRIATING \$25,000 FROM THE CAPITAL FUND BALANCE FOR THE ACQUISITION OF AN ALCOHOL BREATH TESTING DEVICE FOR THE POLICE DEPARTMENT

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

- SECTION 1.** The Borough of Montvale hereby appropriates the sum of Twenty-Five Thousand Dollars (\$25,000.00) from the Capital Fund Balance for the acquisition of an alcohol breath testing device for the Borough Police Department.
- SECTION 2.** The appropriation authorized herein shall be used to fund the purchase of the alcohol breath testing device, together with all accessories, equipment, training, installation, and any related expenses necessary to place the unit into service.
- SECTION 3.** The Chief of Police, the Borough Administrator, the Chief Financial Officer, and such other officials as may be required are hereby authorized and directed to take all actions necessary to effectuate the acquisition authorized by this Ordinance.
- SECTION 4.** This Ordinance shall take effect immediately upon final passage and publication as required by law.

MICHAEL GHASSALI
Mayor

ATTEST:
FRANCES SCORDO
Municipal Clerk

INTRODUCTION: 9-30-25

Councilmember	Yes	No	Absent	Abstain
Arendacs				
Cudequest				
Koelling				
Lane				
Roche				
Russo-Vogelsang				

ADOPTED: 10-28-25

Councilmember	Yes	No	Absent	Abstain
Arendacs				
Cudequest				
Koelling				
Lane				
Roche				
Russo-Vogelsang				

**BOROUGH OF MONTVALE
ORDINANCE NO. 2025-1580**

NOTICE IS HEREBY GIVEN that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on September 30, 2025 and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on October 28, 2025 at 7:30pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Frances Scordo, Municipal Clerk
Borough of Montvale

AN ORDINANCE APPROPRIATING \$144,000 FOR IMPROVEMENTS TO HUFF PARK, INCLUDING CONSTRUCTION OF A SHADE STRUCTURE, AND PROVIDING FOR THE FUNDING THEREOF

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

SECTION 1. The Borough of Montvale has been awarded a Local Recreational Improvement Grant from the New Jersey Department of Community Affairs in the amount of Seventy-Eight Thousand Dollars (\$78,000.00) for improvements at Huff Park, including the construction of a shade structure.

SECTION 2. The total cost of said improvements, including construction, installation, materials, labor, engineering, and related expenses, is estimated to be One Hundred Forty-Four Thousand Dollars (\$144,000.00).

SECTION 3. To finance said appropriation, the sum of Seventy-Eight Thousand Dollars (\$78,000.00) shall be provided by the aforesaid grant, and the sum of Sixty-Six Thousand Dollars (\$66,000.00) is hereby appropriated from the Borough's Open Space Trust Fund.

SECTION 4. The improvements authorized herein include, but are not limited to, the construction of a shade structure pavilion at Huff Park, associated site work, electrical work, installation, engineering, and related expenses.

SECTION 5. The Borough hereby accepts the grant and authorizes the Mayor, Borough Administrator, Chief Financial Officer, and other appropriate Borough officials to execute all necessary documents, agreements, and certifications to effectuate the purposes of this Ordinance.

SECTION 6. This Ordinance shall take effect immediately upon final passage and publication as required by law.

MICHAEL GHASSALI
Mayor

ATTEST:
FRANCES SCORDO
Municipal Clerk

INTRODUCTION: 9-30-25

Councilmember	Yes	No	Absent	Abstain
Arendacs				
Cudequest				
Koelling				
Lane				
Roche				
Russo-Vogelsang				

ADOPTED: 10-28-25

Councilmember	Yes	No	Absent	Abstain
Arendacs				
Cudequest				
Koelling				
Lane				
Roche				
Russo-Vogelsang				

Memorandum

To: Joseph Voytus, Borough Administrator
From: Nick Chelius, PE, CME
Date: September 15, 2025
Subject: FY2025 – Local Recreation Improvement Grant - Huff Park Shade Structure
Project No.: MVB0083

The Borough received a grant award in the amount of \$78,000 for the FY 2025 LRIG grant program. We note the LRIG grant is NOT a matching grant meaning the Borough is not required to expend a total of \$156,000 to receive the full grant award.

We are proposing a 30' x 30' timber pavilion structure and have already received quotes from a vendor. Estimated costs are as follows:

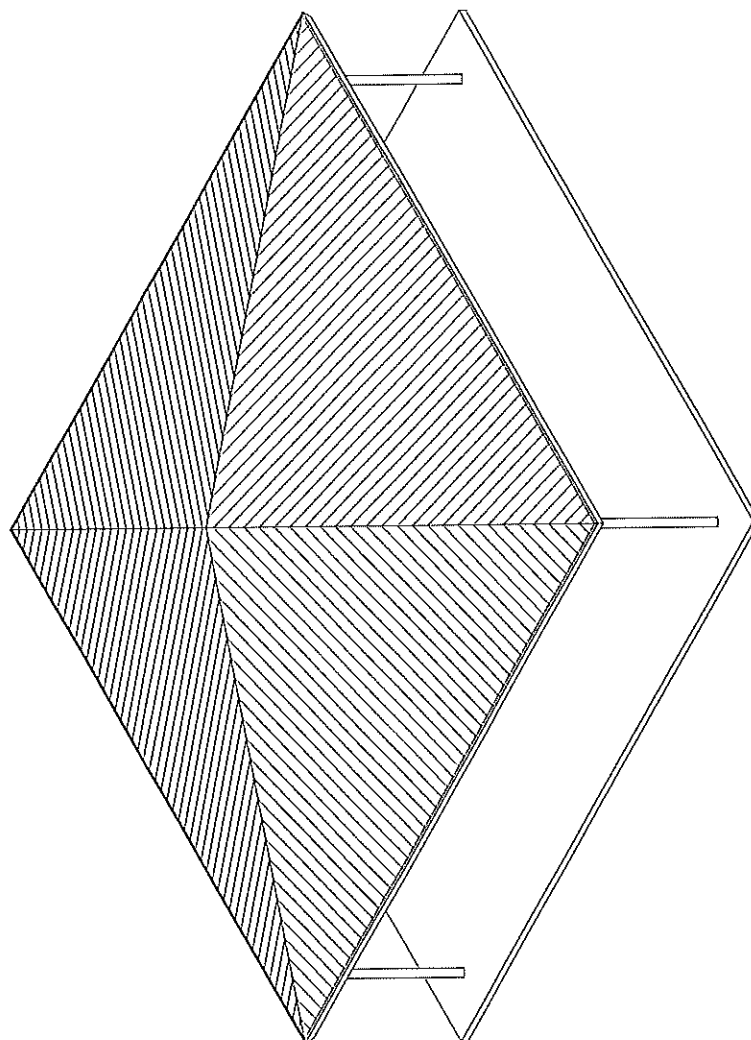
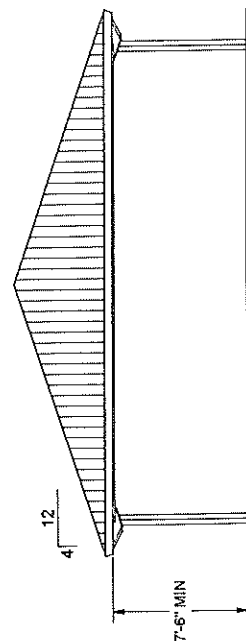
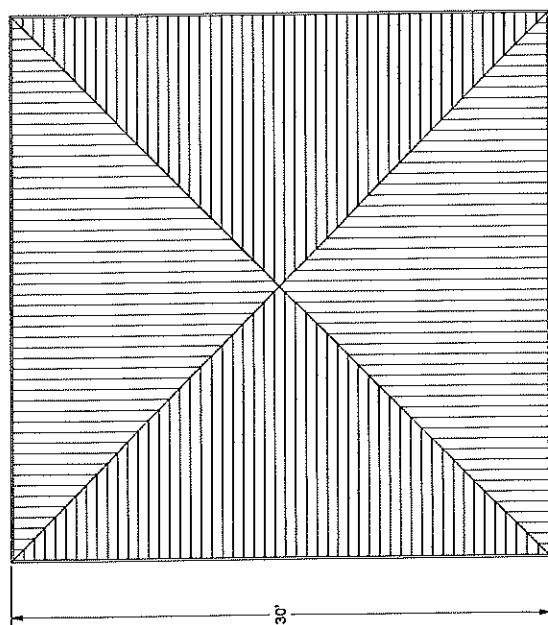
Structure Material Costs:	\$59,000.00
Labor and Installation Costs:	\$70,000.00
Electrical Costs:	\$10,000.00
TOTAL Construction Costs:	\$139,00.00

Engineering Costs:	\$5,000.00
TOTAL Project Costs: \$	\$144,000.00

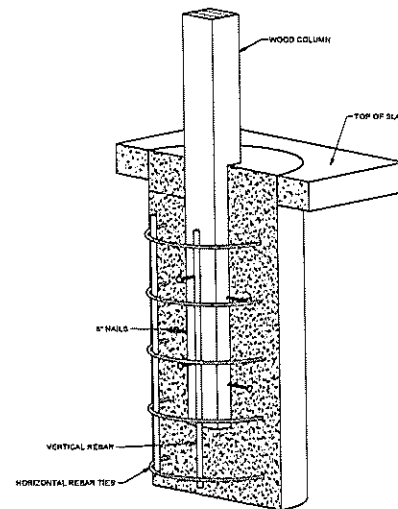
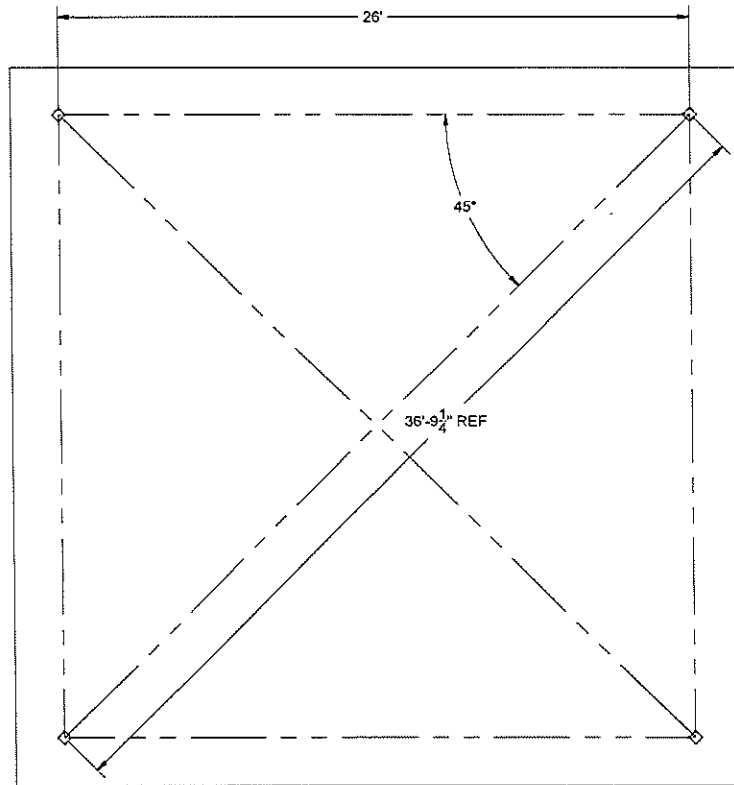
The local recreation grant program covers costs related to project development professional services, equipment and installation costs. Based on the above estimated costs, the LRIG program would cover \$78,000.00 of project costs and the remaining \$66,000.00 would need to be budgeted by the Borough.

Please note the \$5,000 of Engineering costs shown above was already authorized by our proposal dated 5/22/25 via Administrator sign off.

PRELIMINARY DRAWING – NOT FOR CONSTRUCTION



PRELIMINARY DRAWING — NOT FOR CONSTRUCTION



EMBEDDED WOOD COLUMN PIER DETAIL

TYPICAL PIER DIAMETER IS BETWEEN 2'-6\"/>

Standard of Care: The user of this drawing is responsible for obtaining all necessary permits and for ensuring that the design complies with all applicable codes and regulations. The user is also responsible for providing all necessary information to the designer.

LW-SQ30-04

RCP SHELTERS, INC.
 2100 SE RANSWAY ST., SUITE 100, STUART, FL 34955-0005
 ■ SHELTERS ■ PAVILIONS ■ CONCESSIONS ■ KIOSKS ■ FABRIC SHADE
 ■ RESTROOMS ■ BANDSHELLS ■ MIS-SHELTERS ■ BOGOUTS ■ FABRIC SAIL
 Phone 800-525-0207 Fax 772-288-0207
 Email info@rcpselters.com
 www.rcpselters.com



PROJ. NO.

OWNER

ARCHT.

ENGR.

DATE

REVISION

3 of 3



**BOROUGH OF MONTVALE
ORDINANCE NO. 2025-1581**

NOTICE IS HEREBY GIVEN that the following Ordinance was introduced and passed on the first reading at the regular meeting of the Mayor and Council on September 30, 2025 and that said Ordinance will be taken up for further consideration for final passage at a regular meeting of the Mayor and Council to be held on October 28, 2025 at 7:30pm or as soon thereafter as said matter can be reached, at which time and place all persons who may be interested therein will be given an opportunity to be heard concerning same.

Frances Scordo, Municipal Clerk
Borough of Montvale

**AN ORDINANCE APPROPRIATING \$30,000 FROM THE CAPITAL FUND BALANCE FOR
RENOVATIONS AND REHABILITATION OF BUILDINGS AND GROUNDS AT DEPIERO
FARM**

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

- SECTION 1.** The Borough of Montvale hereby appropriates the sum of Thirty Thousand Dollars (\$30,000.00) from the Capital Fund Balance for the renovations and rehabilitation of buildings and grounds at DePiero Farm, a property acquired by the Borough in 2025.
- SECTION 2.** The appropriation authorized herein shall be used to fund improvements to Borough-owned buildings and grounds at DePiero Farm, including but not limited to rehabilitation, renovations, site work, and all related costs necessary to maintain and improve the property.
- SECTION 3.** The Mayor, Borough Administrator, Chief Financial Officer, and such other Borough officials as may be required are hereby authorized and directed to take all actions necessary to effectuate the purposes of this Ordinance.
- SECTION 4.** This Ordinance shall take effect immediately upon final passage and publication as required by law.

MICHAEL GHASSALI
Mayor

ATTEST:
FRANCES SCORDO
Municipal Clerk

INTRODUCTION: 9-30-25

Councilmember	Yes	No	Absent	Abstain
Arendacs				
Cudequest				
Koelling				
Lane				
Roche				
Russo-Vogelsang				

ADOPTED: 10-28-25

Councilmember	Yes	No	Absent	Abstain
Arendacs				
Cudequest				
Koelling				
Lane				
Roche				
Russo-Vogelsang				

PUBLIC MEETING
MINUTES

The Public Meeting of the Mayor and Council was held in Council Chambers and called to order at 7:38PM. Adequate notification was published in the official newspaper of the Borough of Montvale. Master Sergeant Deiter Koelling led the Pledge of Allegiance to the Flag, and roll call was taken.

OPEN PUBLIC MEETING STATEMENT

Adequate notice of this meeting was provided to The Bergen Record informing the public of the time and place according to the provisions of the Open Public Meeting Law (Chapter 231, P.L. 1975).

Also Present: Borough Attorney, Dave Lafferty; Borough Engineer, Carl O'Brien; Administrator, Joe Voytus; and Municipal Clerk, Fran Scordo

ROLL CALL:

Councilmember Arendacs
Councilmember Cudequest
Councilmember Koelling

Council President Lane
Councilmember Roche
Councilmember Russo-Vogelsang – via telephone

ORDINANCES:

None

POLICE CHIEF, DOUG MCDOWELL – QUARTERLY REPORT

DARE graduation was held June 3rd; spoke with 8th graders about entering high school and what challenges they may face; touch-a-truck was a huge success; held an inspection detail on Grand Ave which resulted in 45 summons issued; received a Distracted Driver Grant which resulted in 867 summons issued; received Click-it Or Ticket grant which resulted in 344 summons issued; *email traffic complaints to traffic@montvaleboro.org*

Councilmember Cudequest mentioned about the River Vale and Westwood Police departments are sponsoring a lock box program for seniors to gain access to their homes in case of an emergency; Chief McDowell stated that currently the PD has a form that is available where you would put contact information including the code which is then submitted to dispatch to have on file; Chief McDowell will check with River Vale and Westwood to see how they run their programs. The BA, Joe, mentioned Captain Foley recommended to put some stop signs at the intersections of Bayberry, Bramble and Shady Trail, Chief McDowell agreed.

MEETING OPEN TO PUBLIC:

Agenda Items Only

Motion to open meeting to the public by Councilmember Roche; seconded by Councilmember Koelling – all ayes

Carolee Adams

Asked about the resolution regarding the hiring of the Housing Liaison, is this a new position; the BA, mentioned this was a position held by Lorraine Hutter; mentioned the meeting scheduled in Old Tappan regarding the deer; mentioned about the study conducted by Veolia, the BA stated he is waiting for a response from Veolia; suggested to hold off on passing the resolution tonight regarding the deer study because of the timing of the study would be in the winter; suggested to see what the surrounding towns are doing; Council President Lane stated once the deer are counted then what do we do ???

Motion to close meeting to the public by Councilmember Koelling; seconded by Councilmember Roche – all ayes

MEETING CLOSED TO PUBLIC:

Agenda Items Only

MINUTES:

August 26, 2025

A motion to accept minutes by Councilmember Cudequest; seconded by Councilmember Roche – all ayes

CLOSED/EXECUTIVE MINUTES:

None

RESOLUTIONS: (NON-CONSENT)

175-2025 Authorize Raritan Valley Community College to Conduct Deer Density Monitoring in the Borough of Montvale

WHEREAS, the Borough of Montvale is interested in conducting a survey of the deer population throughout the Borough; and

WHEREAS, the proposal in the amount of \$1,408.00 is attached to this resolution; and

WHEREAS, the Certified Municipal Finance Officer has certified funds are available and certification hereto attached to the original of this resolution; and

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Montvale authorize Raritan Valley Community College located at 118 Lamington Road, Branchburg, NJ, 08876 under the direction of Jay F. Kelly, Ph. D. Co-Director, Center for Environmental Studies, Professor of Biology and Environmental Science to conduct deer population survey throughout the Borough of Montvale

A motion to table this resolution by Councilmember Koelling; seconded by Councilmember Cudequest – a roll call vote was taken – all ayes with the exception of Councilmember Roche voting no

RESOLUTIONS: (CONSENT AGENDA*)

*All items listed on a consent agenda are considered to be routine and non-controversial by the Borough Council and will be approved by a motion, seconded and a roll call vote. There will be no separate discussion on these items unless a Council member(s) so request it, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

176-2025 A Resolution Approving the Appointment of Meghan Culhane as Acting Municipal Housing Liaison

WHEREAS, the Borough of Montvale is in need of a Municipal Housing Liaison; and

WHEREAS, Meghan Culhane has commenced taking the classes necessary to obtain a certification as a Municipal Housing Liaison; and

WHEREAS, the Borough of Montvale is desirous of appointing Meghan Culhane as Acting Municipal Housing Liaison, and upon obtaining the necessary certification, she shall be appointed as the Municipal Housing Liaison.

NOW, THEREFORE, BE IT RESOLVED, that Meghan Culhane be appointed as Acting Municipal Housing Liaison effective September 1, 2025.

177-2025 A Resolution Appointing Thomas Borgaro as Acting Plumbing Subcode Official and Inspector

WHEREAS, the Borough has received a letter of resignation from David Ludwig, the Borough's Plumbing Subcode Official and Inspector, effective September 5, 2025; and

WHEREAS, the Borough is in the process of advertising for a permanent replacement for said position; and

WHEREAS, in the interim, the Borough would like to appoint an Acting Plumbing Subcode Official and Inspector so as not to inconvenience residents and businesses; and

WHEREAS, Thomas Borgaro has performed said duties in the past for the Borough in the event of conflicts and vacations; and

WHEREAS, the Borough of therefore desirous of appointing Thomas Borgaro as Acting Plumbing Subcode Official and Inspector effective September 8, 2025, and until such time as a permanent replacement is hired.

NOW, THEREFORE, BE IT RESOLVED that Thomas Borgaro is hereby appointed as Acting Plumbing Subcode Official and Inspector for the Montvale Construction Department, effective September 8, 2025, and until such time as a permanent replacement is hired by the Borough; and

BE IT FURTHER RESOLVED that Thomas Borgaro shall be paid pro-rata based on an annual salary of \$37,238 with a work week of 15 hours.

178-2025 A Resolution Approving a Developer's Agreement with Gray Capital, LLC Premises Identified as Block 1102, Lot 3 in the Borough of Montvale

WHEREAS, Gray Capital, LLC ("Developer") owner of the premises known as Block 1102, Lot 3 made an application to the Planning Board for site plan approval; and

WHEREAS, the Planning Board approved the Development by resolution dated September 20, 2022; and

WHEREAS, pursuant thereto, the Borough, Planning Board and Developer are desirous of executing a Developer's Agreement setting forth the parties' respective rights and obligations concerning said approval; and

WHEREAS, a Developer's Agreement has been negotiated by and between the parties and has been executed by the Developer and the Chairman of the Planning Board.

NOW, THEREFORE, BE IT RESOLVED that the Developer's Agreement dated September 9, 2025, between the Borough of Montvale, the Planning Board of the Borough of Montvale, and Gray Capital, LLC is hereby approved; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby directed, authorized and empowered to execute the Developer's Agreement with the Developer and to take all other steps reasonably necessary to effectuate the provisions and purposes of this resolution.

179-2025 A Resolution Authorizing Execution Of Administrative Consent Order And Supplemental Environmental Project

WHEREAS, the State of New Jersey department of Environment Protection has requested that the Borough of Montvale ("Borough") enter into an Administrative Consent Order (ACO) and Supplemental Environmental Project (SEP) to resolve certain issues relating to an underground storage tank (UST) at 1 Memorial Drive, Montvale Bergen County (see attached); and

WHEREAS, the ACO addresses certain technical issues with regard to the past operation of the UST system by the Borough including record-keeping obligations;

WHEREAS, the Borough believes that the completion of the SEP is the most efficient resolution relating to all issues associated with the subject UST; and

WHEREAS, the Borough has engaged a Licensed Site Remediation Professional (LSRP) to oversee the implementation of the SEP.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale as follows:

1. The Mayor and/or Borough Administrator is hereby authorized to execute the ACO and SEP in substantially the same form as attached hereto;
2. The Borough, its employees and professionals are hereby authorized to proceed as set forth in the ACO/SEP; and
3. The Borough is authorized to pay the sum of \$5,000.00 as provided for in Paragraph 21 of the ACO to resolve the issues associated with this ACO.

180-2025 Award Professional Service Contract to Applied Earth Solutions, Inc. for Environmental Services at 1 Memorial Drive

WHEREAS, the Borough of Montvale has deemed it necessary to engage the professional environmental services for the closure of one 500-gallon waste oil regulated Underground Storage Tank located at 1 Memorial Drive; and

WHEREAS, section N.J.S.A. 40A:11-5 of the Local Public Contracts Law, (N.J.S.A. 40A:11-1 et seq.) exempts such professional services from competitive bidding; and

WHEREAS, Applied Earth Solutions, Inc., with offices located at 1168 State Route 34, Aberdeen, NJ 07747 has submitted a proposal dated February 10, 2025 to provide the environmental site investigation which are detailed and attached to the original of this resolution, and

WHEREAS, the Certified Municipal Finance Officer has certified funds are available certification hereto attached to the original of this resolution; and

NOW, THEREFORE BE IT RESOLVED by the Borough of Montvale that the proposal for the scope of services shall be awarded to Applied Earth Solutions, Inc. with the cost not to exceed \$11,980.00; and

BE IT FURTHER RESOLVED, that a copy of this resolution be published in the official newspaper of the Borough of Montvale, be on file, available for public inspection, in the office of the Municipal Clerk, located at the Municipal Complex, 12 DePiero Drive, Montvale, NJ 07645.

Introduced by: Councilmember Cudequest; seconded by Councilmember Roche - a roll call was taken – all ayes

181-2025 A Resolution Approving A Contract With Fairfield Maintenance For Fuel Tank Removal Pursuant To State Contract T0849

WHEREAS, the Borough needs to procure the services of a licensed company to remove a fuel tank at Memorial Drive pursuant to the terms of an Administrative Consent Order with the NJDEP; and

WHEREAS, the Borough has determined that the most cost effective manner to contract for these services shall be through a State Contract T0849, and the Borough of Montvale, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State Contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Borough of Montvale solicited a quote from Fairfield Maintenance under State Contract No. T0849 for the required services; and

WHEREAS, a Proposal dated September 4, 2025, was received from Fairfield in the amount of \$43,698.50, plus additional line item costs depending on whether contamination is found, consistent with the pricing on State Contract T0849, a copy of which is attached hereto and made a part hereof; and

WHEREAS, the services shall be performed under the supervision of a licensed LSRP to be retained separately by the Borough; and

WHEREAS, the Borough is desirous of awarding a contract to Fairfield Maintenance to perform these tank removal services; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds have been appropriated and are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED that the Borough of Montvale hereby accepts the September 4, 2025 Proposal of Fairfield Maintenance, 414 Fairfield Road, Fairfield, New Jersey 07004, for the aforementioned tank removal services and authorizes all appropriate officials to execute an agreement and/or purchase order for this contract, subject to all the conditions applicable to State Contract No. T0849 and subject to approval by the Borough Attorney.

Introduced by: Councilmember Roche; seconded by Councilmember Koelling - all ayes

182-2025 A Resolution of the Borough of Montvale Awarding a Contract to GOVSTACK by GHD Digital, as an Extraordinary Unspecifiable Service for Website Design, Web Management, Hosting, Support and Related Services

WHEREAS, the Borough of Montvale is desirous of procuring the services of a professional company to redesign, host and support the Borough's website and related web applications in order to better service the Borough's residents and visitors to the Borough's website; and

WHEREAS, such services are exempt from public bidding requirements pursuant to N.J.S.A. 40A:11-5(a)(ii) and N.J.A.C. 5:34-2.1 as "extraordinary unspecifiable services"; and

WHEREAS, the Borough has received a proposal to provide such services from GOVSTACK said proposal is attached to the original of this resolution; and

WHEREAS, the Council is therefore desirous of awarding a contract to GOVSTACK by GHD Digital with offices located at 2055 Niagara Falls Blvd., Niagara Falls, NY 14304 to perform the above-referenced services for the prices and on the terms set forth in the attached proposal shall not exceed \$15,186.60; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Montvale that a contract is hereby awarded to GOVSTACK by GHD Digital for website design, managing, hosting and support, and related services, for the prices and on the terms set forth in the proposal; and

BE IT FURTHER RESOLVED that the Borough Administrator and all other appropriate officials, shall be and are hereby authorized to execute all contract documents necessary to effectuate the purposes of this resolution, subject to approval as to form by the Borough Attorney.

BE IT FURTHER RESOLVED that pursuant to N.J.S.A. 40A:11-5(1)(a)(ii), a brief notice stating the nature, duration, service and amount of this contract shall be printed once in the official newspaper of Borough of Montvale, and said notice shall also advise the public that a copy of the final contract shall be on file and available for public inspection at the office of the Municipal Clerk.

Introduced by: Councilmember Koelling; seconded by Councilmember Arendacs – all ayes

The BA gave an explanation stating this is to change our website, over the years the website has gotten a little stale; this company will give us more hands-on capability, plus the annual fee to host the website is a lot less than what we are currently paying

183-2025 A Resolution Authorizing and Directing the Planning Board of the Borough of Montvale to Undertake a Preliminary Investigation to Determine Whether the Properties Identified as Block 3103, Lot 2, Block 3201, Lot 1, Block 3201, Lot 2, Block 3201, Lot 3, Block 3201, Lot 5 and Block 3201, Lot 6 on the Official Tax Map of the Borough of Montvale and each located on Phillips Parkway, Montvale, New Jersey, Meet the Statutory Criteria for an "Area in Need of Redevelopment" With the Power of Condemnation Pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1, et seq.

WHEREAS, the following properties all located on Phillips Parkway, Montvale New Jersey have been identified as potential subjects of redevelopment: Block 3103, Lot 2, Block 3201, Lot 1, Block 3201, Lot 2, Block 3201, Lot 3, Block 3201, Lot 5 and Block 3201, Lot 6 on the Borough of Montvale Tax Map, (the "Study Area"); and

WHEREAS, the Local Redevelopment and Housing Law ("LRHL"), N.J.S.A. 40A:12A-1, et seq., authorizes the Governing Body, by resolution, to authorize the Planning Board to undertake a preliminary investigation (the "Investigation") to determine whether an area (or any portion thereof) is an "area in need of redevelopment" according to the criteria set forth in N.J.S.A. 40A:12A-5 of the LRHL; and

WHEREAS, pursuant to N.J.S.A. 40A:12A-6 of the LRHL, "the resolution authorizing the Planning Board to undertake a preliminary investigation shall state whether the redevelopment area determination shall authorize the municipality to use all those powers provided by the Legislature for use in a redevelopment area other than the use of eminent domain (hereinafter referred to as a "Non-Condemnation Redevelopment Area") or whether the redevelopment area determination shall authorize the municipality to use all those powers provided by the Legislature for use in a redevelopment area, including the power of eminent domain (hereinafter referred to as a "Condemnation Redevelopment Area"); and

WHEREAS, the Borough Council finds it to be in the best interest of the Borough and its residents to authorize the Borough's Planning Board to undertake such Investigation of the Study Area as a **Condemnation Redevelopment Area**; and

WHEREAS, the Borough Council wishes to direct the Planning Board to conduct the Investigation of the Study Area as authorized under the LRHL; and

WHEREAS, the notice of hearing(s) to be conducted by the Planning Board pursuant to the Redevelopment Law shall specifically state that a Condemnation Redevelopment Area determination shall authorize the Borough to exercise all those powers provided by the Redevelopment Law for use in a redevelopment area, **including the use of eminent domain**.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Montvale that the Borough Planning Board is hereby authorized and directed to conduct a preliminary investigation as to whether the properties designated as Block 3103, Lot 2, Block 3201, Lot 1, Block 3201, Lot 2, Block 3201, Lot 3, Block 3201, Lot 5 and Block 3201, Lot 6 on the Official Tax Map of the Borough, (the "Study Area"), should be determined as a **Condemnation Redevelopment Area** pursuant to N.J.S.A. 40A:12A-5 and 6; and

BE IT FURTHER RESOLVED, that the Borough hereby authorizes and directs the Borough Planner and the Borough Engineer, to prepare the necessary studies and reports to determine whether the Study Area meet the criteria for designation as a **Condemnation Redevelopment Area** under the LRHL; and

BE IT FURTHER RESOLVED, that the Borough hereby states that any Condemnation Redevelopment Area determination shall authorize the Borough to exercise all those powers provided by the Redevelopment Law for use in a redevelopment area, **including the use of eminent domain**; and

BE IT FURTHER RESOLVED, that the notice of the hearing(s) to be conducted by the Planning Board pursuant to the Redevelopment Law shall specifically state that a Condemnation Redevelopment Area determination shall authorize the Borough to exercise all those powers provided by the Redevelopment Law for use in a redevelopment area, **including the use of eminent domain**; and

BE IT FURTHER RESOLVED, that the Planning Board shall conduct a public hearing and submit its findings and recommendations to the Borough Council in the form of a resolution with all necessary supporting documentation; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be forwarded by the Borough Clerk to the Borough Planning Board; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

*Introduced by: Councilmember Koelling; seconded by Councilmember Roche – all ayes
The Borough Attorney gave a brief explanation stating this is the first step to see if the properties mentioned are in need of redevelopment; this is a request from the governing body to the Planning Board to have its professionals to examine these properties to determine if they meet the criteria of redevelopment.*

184-2025 A Resolution Awarding a Professional Services Contract to Nassau Capital Advisors, LLC for Real Estate Financial Advisory Services

WHEREAS, the Borough of Montvale ("Montvale" or the "Borough") requires expert real estate financial advisory services in connection with its pending Fourth Round affordable housing compliance process, Docket No. BER-L-750-25; and

WHEREAS, the Borough is in the process of evaluating the redevelopment potential of various sites within the Borough; and

WHEREAS, in connection therewith, the Borough has determined to retain Nassau Capital Advisors, LLC located at 12 Vandeventer Avenue, Princeton, New Jersey 08542 ("Nassau") to provide the necessary expert real estate financial advisory services as specifically outlined in the August 19, 2025 Proposal submitted by Dr. Robert S. Powell, Jr., which is attached hereto as Exhibit A, and in accordance with the Schedule of Rates submitted by Nassau with a \$10/hour discount off said rates, at an initial amount not to exceed \$25,000; and

WHEREAS, because it is anticipated that the contract with Nassau for said expert real estate financial advisory services may exceed \$17,500.00, the requirements of N.J.S.A. 19:44A-20.5 (Local Unit Pay-to-Play Law) may apply; and

WHEREAS, in accordance with the Local Unit Pay-to-Play Law, Nassau has submitted or will submit to the Borough the Political Contribution Disclosure Form, Stockholder Disclosure Certification and Business Entity Disclosure Certification as required; and

WHEREAS, Nassau has also submitted to the Borough a New Jersey Business Registration Certificate, as required; and

WHEREAS, said professional services may be retained without competitive bidding pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, the Borough's Chief Financial Officer has certified that funds have been appropriated and are available for this purpose.

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

1. The Borough hereby approves a contract with Nassau Capital Advisors, LLC located at 12 Vandeventer Avenue, Princeton, New Jersey 08542 ("Nassau") to provide the necessary expert real estate financial advisory services as specifically outlined in the August 19, 2025 Proposal submitted by Dr. Robert S. Powell, Jr., which is attached hereto as Exhibit A.
2. Nassau shall be compensated in accordance with the Schedule of Rates in accordance with this resolution in an initial amount not to exceed \$25,000 without further authorization of the governing body.

3. The Mayor and Borough Clerk, together with all appropriate officers, officials and employees, are hereby directed, authorized and empowered to execute a contract with Nassau and to take all steps reasonably necessary to effectuate the provisions and purpose of this resolution.
4. The Borough Clerk shall publish a Notice of Award of this Contract shall once in the official designated newspaper of the Borough within ten (10) days of the date hereof.
5. This Resolution shall take effect immediately.

Introduced by: Councilmember Roche; seconded by Councilmember Koelling – all ayes

BILLS: Administrator read the Bill Report

Motion to pay bills by Councilmember Roche; seconded by Councilmember Arendacs - all ayes

REPORT OF REVENUE: Administrator read the Report of Revenue – August

COMMITTEE REPORTS:

Council President Lane

Fire Dept

27 fire calls; 2 drills; 2 work details; 1 meeting - looking for new members ; Wet down for new fire truck will be held on Sept 27 1-5pm with music and food

Councilmember Roche

Recreation

Day in the Park – thanked all involved and the fireworks display was much better this year.

Councilmember Cudequest

Library

Tonight was last concert in the reading garden; planning for a winter wonderland event in December;

The Library board is searching for a new board member;

Board of Health

Northwest attended meeting stating over the summer, 6 violations were issued to establishments working without a license; DEP notified Northwest about 2 hazard waste locations, 1 Philips Pkwy and Partridge Run, the DEP did not share what the hazard material was; No flu clinic this year;

Seniors

Pizza and Bingo is scheduled for Sept 12; welcome back BBQ is September 18 at Huff Park; Murder Mystery trip is scheduled Sept 10; several repairs are needed in the atrium; the seniors requested more chairs as membership is increasing; the book club is requesting to add a tv and dvd player to the library

Councilmember Arendacs

Engineering

Paving of Woodland Road, Paragon Drive and Philips Parkway have been completed; the county approved the plans for Magnolia and Kinderkamack Road intersection, construction should begin this Fall DPW

Working on the fields for the Fall sports season; started the process of getting equipment ready for the winter season; assisted with Day in the Park and Touch-a-Truck

Councilmember Koelling

Police

Monthly report included in original minutes

Councilmember Russo-Vogelsang

Construction

The storage facility should be completed ahead of schedule

ENGINEER'S REPORT: Carl O'Brien

NJDEP-IBANK opportunity to upgrade the sanitary sewer system specifically to the pump stations, working with the borough to apply for those funds; working on a new concept plan for Memorial field

ATTORNEY'S REPORT: Dave Lafferty

No Report

ADMINISTRATOR'S REPORT: Joe Voytus

Dave Ludwig our plumbing sub-code has retired; we are currently looking his replacement; GSP ramp should be open in the next few weeks; re-striping on Summit and Greenway within the next week or so; tree trimming around the center of town, valley view pump station, Highland Road and municipal complex; on September 25 at Noon, Children's Aid and Family Services will be unveiling the new Narcan box which will be installed on the side of the Firehouse building on Memorial Drive

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

COMMUNICATION CORRESPONDENCE:

None

MEETING OPEN TO THE PUBLIC:

HEARING OF CITIZENS WHO WISH TO ADDRESS THE MAYOR AND COUNCIL:

Upon recognition by the Mayor, the person shall proceed to the floor and give his/her name and address in an audible tone of voice for the records. Unless further time is granted by the Council, he/she shall limit his/her statement to five (5) minutes. Statements shall be addressed to the Council as a body and not to any member thereof. No person, other than the person having the floor, shall be permitted to enter into any discussion, without recognition by the Mayor.

Motion to open meeting to the public by Councilmember Roche; seconded by Councilmember Koelling - all ayes

Dave Kirshensteyn, 88 Woodland Road

Wanted to know the update on the 3-way stop signs on Woodland; Commissioner Koelling will speak to Chief McDowell

Carolee Adams

Mentioned about the water main break; Touch-a-Truck and fireworks was great; next year is the 250 celebration, suggested maybe to interview kids in town to see if they know the origin of NJ; mentioned about the rise in Lyme Disease

Motion to close meeting to the public by Councilmember Koelling; seconded by Councilmember Roche - all ayes

MEETING CLOSED TO THE PUBLIC:

ADJOURNMENT:

Motion to adjourn Public Meeting by Councilmember Koelling; seconded by Councilmember Roche - all ayes

Meeting was adjourned at 9:05pm

Regular Workshop Meeting of the Mayor & Council to be held at 7:30pm on September 30, 2025

Respectfully submitted, Frances Scordo, Municipal Clerk

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 187-2025**

RE: CANCELING THE UNEXPENDED BALANCES OF CERTAIN ORDINANCES

WHEREAS, the Borough of Montvale, County of Bergen, State of New Jersey (the "Borough"), has heretofore duly adopted bond ordinances providing for various capital improvements and acquisitions in and for the Borough; and

WHEREAS, certain capital projects have been completed or otherwise concluded, and unexpended balances remain on the books of the Borough under the ordinances listed herein; and

WHEREAS, it is necessary and in the best interests of the Borough to formally cancel said unexpended balances so that they may no longer be reflected as encumbered, and so that such funds may be returned to Capital Surplus or credited against the respective debt authorization in accordance with the Local Bond Law, *N.J.S.A. 40A:2-1 et seq.*, and the *Local Budget Law, N.J.S.A. 40A:4-1 et seq.*;

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

1. The unexpended and unencumbered balances of the following ordinances are hereby canceled:

<u>ORDINANCE</u>	<u>SECTION</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2020-1482	A02	Section 20 Costs 2020 Road Program	2,340.00
2020-1482	C01	Heat Coils Police Department	18,500.00
2020-1482	C03	Section 20 Costs Building & Grounds	1,478.71
2021-1497	E02	Acquisition-Firearms Training Simulator	9,948.81
2021-1497	F01	LaTrenta Parking Lot Improvements	213,744.38
2021-1497	G01	Various Road Improvements	3,864.50
2022-1519	B03	Acquisition of Carbine Rifles	81.52
2022-1519	C01	Improvement-Memorial Drive Tennis Courts	3,125.00
2022-1519	C03	Improvements-Huff Park Playground	18,926.13
2022-1519	C05	Improvements - Basketball Courts	3,200.00
2022-1524	A00	Acquisition of Property (127 Summit Avenue)	51,685.40
2023-1535	D03	Resurfacing Summit Avenue	35,191.96
2023-1535	D04	Resurfacing Terkuile Road	37,186.22
2023-1535	F01	Purchase DPW Rolling Stock	2,310.00
2023-1537	A01	Acquisition of Property (53 Craig Road)	156,383.46
2024-1552	E01	Acquisition of Truck with Plow	12,835.00
			570,801.09

2. The Chief Financial Officer is hereby directed to record the cancellation of these balances on the books and records of the Borough and to take any further action necessary to effectuate the intent of this Resolution.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: September 30, 2025

ATTEST:

APPROVED:

Frances Scordo
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 188-2025**

Re: A Resolution Awarding a Contract to Draeger, Inc. for One Alcotest 9510 and Related Equipment and Services Pursuant to State Contract 20-TELE-00933 T3031 For Use By the Montvale Police Department

Whereas, the Borough has a need to procure one (1) new Alcotest 9510 and related equipment and services for use by the Montvale Police Department; and

Whereas, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), the Borough may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State Contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury; and

Whereas, the Borough did solicit a quote from Draeger, Inc., 7256 S. Sam Houston W Pkwy, Suite 100, Houston, Texas 77085, for this Alcotest 9510 and related equipment and services under State Contract 20-TELE-00933 T3031; and

Whereas, Draeger submitted a Quote to the Borough dated 9/24/2025, in the total amount of \$22,822.50; and

Whereas, the Borough's Police Chief has recommended that the Borough award this contract pursuant to the Draeger Proposal; and

Whereas, the Chief Financial Officer has certified that sufficient funds have been appropriated and are available for this purpose.

NOW THEREFORE BE IT RESOLVED, as follows:

1. The Borough of Montvale does approve the attached Quote from Draeger, Inc., 7256 S. Sam Houston W Pkwy, Suite 100, Houston, Texas 77085, for one (1) Alcotest 9510 and related equipment and services.
2. The Mayor, Borough Clerk and/or Borough Administrator are hereby directed, authorized and empowered to execute an agreement with Draeger consistent with this resolution.
3. This resolution shall take effect immediately.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: September 30, 2025

ATTEST:

APPROVED:

Frances Scordo
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 185-2025**

RE: Refund Tax Overpayments Due to Duplicate Payments

WHEREAS, a resolution authorizing the Tax Collector to refund an overpayment of taxes for the following properties:

- 190 Summit Ave, Block 2602; Lot 3
- 45 Longridge Road, Block 1802; Lot 15

WHEREAS, duplicate payments were made by the property owners; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Montvale, County of Bergen, New Jersey, that the Tax Collector be and is hereby authorized to refund tax overpayments to the following:

- \$1,948.52 to Jody Graber, 190 Summit Ave, Montvale NJ 07645
- \$5,804.34 to Hanra Lee, PO Box 3, Montvale, NJ 07645

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: September 30, 2025

ATTEST:

APPROVED:

Frances Scordo
Municipal Clerk

Michael Ghassali
Mayor

**BOROUGH OF MONTVALE
BERGEN COUNTY, NEW JERSEY
RESOLUTION NO. 186-2025**

RE: Amending Resolution No. 141-2025 for a Professional Services Contract to King, Moench & Collins LLP to Serve as Special Counsel for Affordable Housing Litigation

WHEREAS, the Governing Body previously awarded a professional services contract to Michael Collins, Esq. and King, Moench & Collins LLP ("KMC") to serve as Special Counsel for Affordable Housing Litigation to represent the Borough (and other municipalities) in connection with a challenge to the recent legislation concerning Round 4 of the state-wide affordable housing obligations; and

WHEREAS, the Borough's initial award had a "not to exceed" figure of \$30,000.00, and the Borough is desirous of increasing this figure to a "not to exceed" value of \$425,000.00; and

WHEREAS, the payments for KMC's services shall come from the Trust Fund established with funds from all participating municipalities; and

WHEREAS, pursuant to *N.J.S.A. 40A:11-5(a)(i)*, a professional services contract is exempt from public bidding requirements; and

WHEREAS, the Borough's Chief Financial Officer has certified that funds have been appropriated and are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED that the professional services contract with Michael Collins, Esq. and King, Moench & Collins LLP to serve as Special Counsel for Affordable Housing Litigation is hereby amended to increase the "not to exceed" figure to \$425,000.00; and

BE IT FURTHER RESOLVED that the Mayor and Borough Clerk are hereby authorized and empowered to execute a contract consistent with the provisions and intent of this Resolution, subject to approval of same by the Borough Attorney; and

BE IT FURTHER RESOLVED that the Borough Clerk shall publish notice of this contract award in the official newspaper of the Borough, in accordance with *N.J.S.A. 40A:11-5*.

Councilmember	Motion	Second	Yes	No	Absent	Abstain	No Vote
Arendacs							
Cudequest							
Koelling							
Lane							
Roche							
Russo-Vogelsang							

Adopted: September 30, 2025

ATTEST:

APPROVED:

Frances Scordo
Municipal Clerk

Michael Ghassali
Mayor

RESOLUTION

BE IT RESOLVED by the Mayor and Council of the Borough of Montvale, that the following bills have been referred to the Borough Council and found correct and are hereby authorized to be paid:

<u>FUND</u>	<u>AMOUNT</u>	<u>NOTES</u>
Current	\$230,168.88	Bill List Wire 9/30/2025
	<u>321,826.30</u>	Wires/Manual Checks
Current TOTAL	551,995.18	
Capital	654,963.31	Bill List Wire 9/30/2025
Escrow	8,526.25	Bill List Wire 9/30/2025
Housing Trust	850.00	Bill List Wire 9/30/2025
Open Space Trust	4,003.00	Bill List Wire 9/30/2025
General Trust	78,562.19	Bill List Wire 9/30/2025
Dog Trust	9.00	Bill List Wire 9/30/2025
Recreation Trust	9,523.03	Bill List Wire 9/30/2025

*This resolution was adopted by the Mayor and Council of Montvale
at a meeting held on 9/30/25*

Introduced by: _____

Approved: 9/30/25

Seconded by: _____

Michael Ghassali, Mayor

ATTEST:

Frances Scordo, Municipal Clerk

MANUAL/VOID CHECKS - WIRES
September 30, 2025

<u>Check #</u>	<u>PO #</u>	<u>Date</u>	<u>Vendor/Transaction</u>	<u>Amount</u>
WIRE		9/15/25	Payroll Account	\$204,320.75
WIRE		9/15/25	Salary Deduction Account	\$117,420.55
WIRE		9/15/25	FSA Account	\$85.00
Total				<u><u>\$321,826.30</u></u>

September 25, 2025
11:50 AM

Borough of Montvale
Bill List By Vendor Id

Page No: 1

P.O. Type: All
Range: First to Last
Format: Condensed
Vendors: All
Rcvd Batch Id Range: First to Last
Include Non-Budgeted: Y
Open: N
Rcvd: Y
Paid: N
Held: Y
Void: N
Aprv: N
Other: Y
Exempt: Y
Bid: Y
State: Y

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00019	MUNICIPAL CAPITAL CORPORATION	25-00273	02/19/25	COPY MACHINE LEASE BOROUGH	Open	738.00	0.00		B
00043	NORTH JERSEY MEDIA GROUP	25-01192	09/16/25	NORTH JERSEY MEDIA JULY 2025	Open	474.58	0.00		
00065	GENERAL CODE PUBLISHERS,LLC	25-01101	08/21/25	SUPPLEMENT NO. 10	Open	5,079.00	0.00		
00071	VEOLIA (SUEZ)	25-01167	09/09/25	VEOLIA FIRE HYDRANT SEPTEMBER	Open	17,561.80	0.00		
00097	CABLEVISION	25-01187	09/16/25	07873-109890-01-7 OPTIMUM	Open	161.39	0.00		
		25-01188	09/16/25	07873-204461-01-0 OPTIMUM	Open	139.28	0.00		
		25-01215	09/19/25	07873-199375-01-1 OPTIMUM	Open	234.87	0.00		
						535.54			
00098	SERVPRO OF PARAMUS	25-01062	08/11/25	LATRENA BATHROOM CLEAN OUT	Open	650.00	0.00		
00104	MONTVALE BOARD OF EDUCATION	25-01184	09/15/25	SHARED NURSING AGREEMENT 2025	Open	2,914.50	0.00		
00111	AACOM BUSINESS SOLUTIONS	25-01156	09/08/25	CAMERA REPAIRS BOROUGH HALL	Open	501.50	0.00		
00112	MONTVALE SENIOR CLUB	25-01182	09/12/25	BUS TRIP BLACK FOREST INN	Open	1,175.00	0.00		
		25-01225	09/22/25	SENIOR PICNIC	Open	4,594.47	0.00		
						5,769.47			
00114	CORBI PRINTING CO. INC.	25-01110	08/25/25	CASE JACKETS	Open	1,439.00	0.00		
00118	NJ STATE LEAGUE OF	25-01201	09/17/25	REGISTRATION BADGE	Open	20.00	0.00		
00128	ARROW TREE SERVICE INC.	25-01102	08/21/25	VALLEY VIEW TREE REMOVAL	Open	3,650.00	0.00		
00139	SCORDO, FRANCES	25-01221	09/22/25	PETTY CASH FOR SEPT	Open	205.97	0.00		
00146	PSE&G CO.	25-01232	09/24/25	PSE&G AUGUST 2025	Open	1,165.53	0.00		

September 25, 2025
11:50 AM

Borough of Montvale
Bill List By Vendor Id

Page No: 2

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00151	LAMENDOLA, BRIAN	25-01140	09/03/25	REIMB CLOTHING ALLOWANCE	Open	137.55	0.00		
00159	AMADO, HERMINIO	25-01175	09/11/25	REIMB CLTHG ALLOWANCE	Open	139.88	0.00		
00175	TERRESTRIAL IMAGING LLC	25-00983	07/23/25	Police Drone-DJI Matrice 30T	Open	18,888.99	0.00		
00186	PRIMEPAY, LLC	25-00354	03/06/25	2025 FSA FEES	Open	123.59	0.00		B
00258	ROCKLAND ELECTRIC COMPANY	25-01233	09/24/25	ROCKLAND ELECTRIC AUGUST 2025	Open	34,913.38	0.00		
00326	LANGUAGE LINE SERVICES	25-01168	09/09/25	INTERPRETING SERVICES	Open	35.70	0.00		
00329	NJ STATE DEPT. OF HEALTH	25-01162	09/08/25	State Dog License Fee	Open	9.00	0.00		
00332	ZAGAJA, MACIEJ	25-01141	09/03/25	REIMB CLOTHING ALLOWANCE	Open	187.99	0.00		
00400	FAIRFIELD MAINTENANCE, INC.	24-01812	12/19/24	UST A/B OPERATOR & INSPECTIONS	Open	453.90	0.00		B
		25-01211	09/18/25	FUEL TANK REMOVAL	Open	43,698.50	0.00		
						44,152.40			
00406	RUTGERS, STATE UNIVERSITY NJ	25-01190	09/16/25	AFFORDABLE HOUSING CLASSES	Open	553.00	0.00		
00497	LEVITZKI, ANN	25-00293	02/21/25	2025 COURT - CELL PHONE	Open	70.61	0.00		B
00705	APPROVED SURGICAL SUPPLIES INC	25-00967	07/18/25	PD OXYGEN REFILLS	Open	77.00	0.00		
00730	BOGGIA, BOGGIA, BETESH	25-00329	03/04/25	2025 LEGAL FEES	Open	868.00	0.00		B
00731	COLLIER'S ENGINEERING & DESIGN	24-01464	10/18/24	NJDOT FY2024 - WOODLAND ROAD	Open	11,745.00	0.00		B
		24-01609	11/15/24	STORM SEWER OUTFALL INSPECTION	Open	503.75	0.00		B
		25-00202	02/03/25	2025 GENERAL ENGINEERING	Open	2,542.50	0.00		B
		25-00602	04/30/25	KINDERKAMACK RD & MAGNOLIA AVE	Open	187.50	0.00		B
		25-00605	04/30/25	2025 RIVERSIDE COOP PAVING	Open	712.50	0.00		B
		25-01214	09/19/25	Municipal Planning Reviews	Open	8,526.25	0.00		
		25-01216	09/19/25	Municipal Engineering Review	Open	900.00	0.00		
		25-01222	09/22/25	Memorial Drive Athletic Field	Open	92.50	0.00		
						25,210.00			

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
00769	URBAN AUTO SPA	25-01181	09/11/25	CAR WASH SERVICES	Open	17.00	0.00		
00793	CAMPBELL FIRE PROTECTION INC.	25-00721	05/27/25	EQUIPMENT MAINTENANCE	Open	285.50	0.00		
00801	WESTPHAL WASTE SERVICES, INC.	25-00201	02/03/25	2025 GARBAGE COLLECTION	Open	81,515.91	0.00		B
00876	BERGEN CTY MUNICIPAL CLERK ASSOC.	25-01234	09/24/25	OCTOBER MINI CONFERENCE	Open	80.00	0.00		
00891	RIDGEMONT PIZZA & RESTAURANT	25-01191	09/16/25	PLANNING BOARD MEETING 9/16/25	Open	88.00	0.00		
00903	INSIDECREDIT	25-01177	09/11/25	PD BACKGROUND CHECK - VARNI	Open	25.00	0.00		
00934	RIVER VALE TOWNSHIP	25-01207	09/18/25	Reimburse RV -Recycling	Open	65.72	0.00		
01002	ZOOM VIDEO COMMUNICATIONS, INC	25-01205	09/18/25	ZOOM	Open	51.75	0.00		
01042	McMANIMON, SCOTLAND, BAUMANN LLC	25-01079	08/14/25	Bond Ord. for Tax Map & Reval	Open	600.00	0.00		
01210	GOOSETOWN COMMUNICATIONS	25-01041	08/05/25	PD RADIO COMMUNICATIONS	Open	8,516.46	0.00		
01227	PIAZZA & ASSOCIATES, INC.	25-00161	01/27/25	2025 AFFORDALE HOUSING SVCS	Open	400.00	0.00		B
01330	GHASSALI, MICHAEL	25-00102	01/15/25	MAILCHIMP REIMBURSEMENT	Open	75.00	0.00		B
		25-01208	09/18/25	ACCOMADATION-HOUSING CONF 9/16	Open	<u>254.11</u>	0.00		
						329.11			
01471	RICCIARDELLA ELECTRIC INC.	25-01016	08/01/25	ELECTRICAL PANEL MEMORIAL FLD	Open	4,003.00	0.00		
		25-01088	08/18/25	SERVICE CALL NO ELECTRIC	Open	<u>262.00</u>	0.00		
						4,265.00			
01594	GALLS, LLC	24-01290	09/06/24	HANNA CLOTHING ALLOWANCE	Open	292.14	0.00		
		24-01731	12/06/24	GARRAN CLOTHING ALLOWANCE	Open	305.00	0.00		
		24-01770	12/12/24	HANNA CLOTHING ALLOWANCE	Open	250.03	0.00		
		25-00691	05/20/25	GARRAN CLTHG ALLOWANCE	Open	48.98	0.00		
		25-00786	06/09/25	DISPOTO CLOTHING ALLOWANCE	Open	<u>213.58</u>	0.00		
						1,109.73			
01616	GEORGI'S HOOK UP LLC.	25-01032	08/05/25	PD DOOR WRAPS	Open	950.00	0.00		

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Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01624	CMRS-FP								
		25-00142	01/23/25	REFILL POSTAGE METER 2025	Open	800.00	0.00		B
		25-01206	09/18/25	TAX DEPARTMENT POSTAGE	Open	<u>161.56</u>	0.00		
						961.56			
01669	FUN TIME ENTERTAINMENT LLC								
		25-01074	08/12/25	DITP 2025 INFLATABLES	Open	9,475.00	0.00		
01680	WEGMANS BUSINESS								
		25-01180	09/11/25	OFFICE SUPPLIES	Open	110.13	0.00		
01681	D.L.A. CONSTRUCTION LLC								
		25-01013	07/31/25	TRAIN STATION DOORS	Open	640.00	0.00		
01724	MOTOROLA SOLUTIONS INC.								
		25-00915	07/10/25	PD CAR CABLE	Open	50.00	0.00		
01757	COMPLETE SECURITY SYSTEMS INC.								
		25-01061	08/11/25	FIRE ALARM SERVICE POLICE	Open	267.50	0.00		
		25-01094	08/18/25	LATRENTA FLOOD FIRE PANEL	Open	4,450.00	0.00		
		25-01166	09/08/25	FIRE ALARM PANEL CRR	Open	<u>128.00</u>	0.00		
						4,845.50			
01767	VERIZON								
		25-01172	09/09/25	156-951-896-0001-85 VERIZON	Open	84.00	0.00		
		25-01226	09/22/25	156-951-896-0001-85 VERIZON	Open	<u>84.00</u>	0.00		
						168.00			
01828	CGP&H, LLC								
		25-00339	03/04/25	PROFESSIONAL HOUSING REHAB SVC	Open	450.00	0.00		B
01833	MC GEE, HEATHER (PETTY CASH)								
		25-01228	09/22/25	REIMB PETTY CASH	Open	265.31	0.00		
01890	GREATAMERICA FINANCIAL SRVCS.								
		25-00106	01/15/25	POSTAGE MACHINE LEASE	Open	289.00	0.00		B
01892	AC DAUGHTRY INC.								
		25-01064	08/11/25	ALARM SERVICES	Open	530.30	0.00		
		25-01089	08/18/25	POLICE DEPARTMENT DOOR ISSUE	Open	237.95	0.00		
		25-01155	09/08/25	POLICE DEPT SERVICE CALL	Open	338.28	0.00		
		25-01164	09/08/25	HOSTED ACCESS CONTROL	Open	<u>228.30</u>	0.00		
						1,334.83			
01894	JERSEY MAIL SYSTEMS, LLC								
		25-01179	09/11/25	POSTAGE MACHINE SUPPLIES	Open	258.05	0.00		
01895	INSTITUTE FOR PROFESSIONAL								
		25-01170	09/09/25	WEBINAR - ETHICS	Open	50.00	0.00		
01919	DESIGN-N-STITCH								
		25-01104	08/22/25	Embroidered Shirts and Vests	Open	274.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
01962	AT&T MOBILITY II LLC	25-01209	09/18/25	PD PATROL PHONE PLAN	Open	223.41	0.00		
01968	DISPOTO, NICHOLAS	25-01134	09/03/25	REIMB CLOTHING ALLOWANCE	Open	67.50	0.00		
01972	LIBERTY ELEVATOR CORPORATION	25-01159	09/08/25	CORRECTIVE WORK ORDER	Open	765.57	0.00		
02005	SALAZAR, DIEGO	25-01097	08/19/25	REIMB CLTHG ALLOWANCE	Open	266.56	0.00		
02009	TREESCAPE AERIAL ADVENTURE PRK	25-00985	07/24/25	7/2/25 FINAL TRIP PAYMENT	Open	1,849.00	0.00		
02011	HUNTINGTON BAILEY, L.L.P.	25-00401	03/18/25	2025 LEGAL RETAINER	Open	10,404.00	0.00		B
02019	UGI ENERGY SERVICES, LLC	25-01231	09/24/25	UGI ENERGY SERVICES AUGUST	Open	122.44	0.00		
02036	URBAN AIR CRYSTAL RUN	25-00986	07/24/25	7/15/25 FINAL TRIP PAYMENT	Open	2,599.53	0.00		
02056	LERCH, VINCI & BLISS, LLP	25-01084	08/18/25	Svcs-Outstanding Bond Issues	Open	1,500.00	0.00		
02080	NATIONAL ASSOC BUNCO INVESTIGA	25-01052	08/06/25	PD ANNUAL CONFERENCE	Open	398.00	0.00		
02144	ALL COUNTY MECHANICAL	25-01055	08/06/25	BOILER ISSUES LIMITER SET	Open	1,815.48	0.00		
		25-01063	08/11/25	POLICE HVAC UNIT NOT RUNNING	Open	258.00	0.00		
						2,073.48			
02228	KING MOENCH & COLLINS, LLP	24-01307	09/12/24	AFFORDABLE HOUSING LITIGATION	Open	58,821.31	0.00		B
02262	DRILLS, SKILLS & THRILLS	25-01075	08/13/25	2025 BASKETBALL CAMP	Open	2,160.00	0.00		
02264	RP TECH SERVICES	25-00425	03/24/25	COMPUTER MAINTENANCE/LICENSING	Open	2,523.34	0.00		B
		25-01126	08/28/25	COMPUTER MAINTENANCE	Open	877.50	0.00		
						3,400.84			
02310	4 CLEAN-UP, INC.	25-00844	06/19/25	WOODLAND ROAD RESURFACING	Open	276,308.46	0.00		B
		25-00871	07/01/25	PARAGON DRIVE RESURFACING	Open	318,361.35	0.00		B
						594,669.81			
02319	KICKIN' NASH LLC	25-01129	09/02/25	DAY AT THE FARM BAND FINAL	Open	1,000.00	0.00		

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Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
02320	GRABER, JODY	25-01185	09/16/25	REFUND TAX OVERPAYMENT	Open	1,948.52	0.00		
02321	LEE, HANRA	25-01186	09/16/25	REFUND TAX OVERPAYMENT	Open	5,804.34	0.00		
02325	APPLIED EARTH SOLUTIONS INC.	25-01213	09/18/25	CLOSURE OF OIL TANK	Open	3,000.00	0.00		B
02408	MCDOWELL, DOUGLAS	25-01137	09/03/25	REIMB MCDOWELL	Open	628.74	0.00		
02426	VERIZON WIRELESS	25-01189	09/16/25	242317487-00001 VERIZON	Open	982.61	0.00		
02559	INS.DESIGN ADMINSTRATORS	25-00041	01/09/25	2025 VISION BENEFITS	Open	300.00	0.00		B
02987	DATA NETWORK SOLUTIONS	25-00110	01/16/25	2025 BORO PHONES	Open	2,245.63	0.00		B
03084	WESLEY SICOMAC DAIRY	25-00210	02/04/25	2025 MILK DELIVERY	Open	25.99	0.00		B
03131	CERTIFIED SPEEDOMETER SERVICE	25-01030	08/05/25	PD VEHICLE CALIBRATIONS	Open	484.00	0.00		
03215	UNUM LIFE INSURANCE	25-00039	01/09/25	2025 LIFE INSURANCE	Open	470.25	0.00		B
03682	CRUISE, E. K.	25-01135	09/03/25	REIMB REFRESHMENTS FOR CLASS	Open	65.68	0.00		
		25-01196	09/17/25	REIMB FIREARMS DUTY HOLSTER	Open	122.60	0.00		
						188.28			
03683	PIERRI, JASON	25-01136	09/03/25	REIMB CLOTHING ALLOWANCE	Open	324.48	0.00		
03727	STAPLES INC	25-01081	08/15/25	APS Backup UPS/office supplies	Open	242.64	0.00		
		25-01083	08/18/25	Job Copy/Verify in Field Stmps	Open	75.84	0.00		
		25-01113	08/26/25	COURT OFFICE SUPPLIES	Open	84.04	0.00		
		25-01133	09/03/25	PD OFFICE SUPPLIES	Open	326.20	0.00		
		25-01153	09/05/25	Copy Paper,Flash Dr,Planr,8att	Open	610.11	0.00		
						1,338.83			
03730	NJ DEPT OF ENVIRON PROTECTION	25-01212	09/18/25	UST COMPLIANCE	Open	5,000.00	0.00		
Total Purchase Orders:		119	Total P.O. Line Items:		0	Total List Amount:	986,605.66	Total Void Amount:	0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
CURRENT FUND 2024	4-01	2,570.39	0.00	2,570.39	0.00	0.00	2,570.39
CURRENT FUND 2024	5-01	227,598.49	0.00	227,598.49	0.00	0.00	227,598.49
CAPITAL FUND	C-04	654,963.31	0.00	654,963.31	0.00	0.00	654,963.31
BOA ESCROW ACCOUN	E-08	8,526.25	0.00	8,526.25	0.00	0.00	8,526.25
OTHER TRUST ACCOU	T-03	79,412.19	0.00	79,412.19	0.00	0.00	79,412.19
DOG TRUST ACCOUNT	T-12	9.00	0.00	9.00	0.00	0.00	9.00
OPEN SPACE TRUST	T-14	4,003.00	0.00	4,003.00	0.00	0.00	4,003.00
RECREATION TRUST	T-19	9,523.03	0.00	9,523.03	0.00	0.00	9,523.03
Year Total:		92,947.22	0.00	92,947.22	0.00	0.00	92,947.22
Total of All Funds:		986,605.66	0.00	986,605.66	0.00	0.00	986,605.66

400 Valley Road
Suite 304
Mt. Arlington New Jersey 07856
Main: 877 627 3772



September 25, 2025

Joseph Voytus
Borough Clerk/Borough Administrator
Borough of Montvale
12 DePiero Drive
Montvale, New Jersey 07645

Memorial Drive Sidewalk Improvements
Professional Engineering Services
Borough of Montvale, Bergen County
Colliers Engineering & Design Project No. MVB0100P

Dear Mr. Voytus,

Colliers Engineering & Design Inc. (CED) is pleased to present this agreement to provide design and grant administration services relating to the Memorial Drive Sidewalk Improvements project. We understand that the Borough has been awarded a Fiscal Year 2024 LAIF Grant from the New Jersey Department of Transportation (NJDOT) in the amount of \$300,000.00. Specifically, the proposed sidewalk locations are on both sides of Memorial Drive at various locations as depicted on the concept plan for the NJDOT grant. The preliminary cost estimate included in the grant application for the improvements is approximately \$250,000.00. The grant award is intended to assist the Borough with funding of improvements outlined in the discretionary aid grant application. Accordingly, the work will include concrete sidewalk, replacement of ADA curb ramps, elevated crosswalks, pavement repair, landscaping and restoration. In consideration of the discrepancy between the grant amount and preliminary construction cost estimate, alternate bids can be prepared, if requested, to match the desired Borough funding contribution to the project.

In order to comply with the grant requirements, the Borough is obligated to award a construction contract within 24 months of the grant award.

CED will provide the following services:

SCOPE OF SERVICES

TASK 1.0 DESIGN AND BIDDING

CED will develop construction drawings and specifications to be utilized for public bid. Bid documents will be prepared in accordance with NJDOT requirements. The scope of improvements expressed in the bid documents shall be as specified in the grant application.

The existing site conditions will be investigated during the design; more specifically, the conditions of the curbing, sidewalk, and ramps. CED will prepare base mapping utilizing available tax maps and GIS, aerial imagery, and field measurements. Once base mapping is completed, we will prepare plan drawings depicting the proposed areas of sidewalk replacement and construction, ADA ramps, elevated crosswalks, landscaping and restoration. The drawings will be prepared in accordance with the following design criteria and standards:

- a. NJDOT Design Manual for Roadways.
- b. NJDOT Design Manual for Bridges and Structures.
- c. Standard Specifications for Roadways – AASHTO.
- d. NJDOT Standard Specifications for Road and Bridge Construction.
- e. Manual on Uniform Traffic Control Devices.

CED will prepare the base mapping, title sheet, general notes and legend, estimate of quantities, construction plans and the construction details. CED will also prepare the supplemental and technical specifications for the site improvement items that are specified on our construction drawings for incorporation into the overall bid specifications. The specifications will be prepared in the latest NJDOT format, as amended. As this project develops, and the Construction Cost Estimate (CCE) is closer to completion during the design phase, the Borough will be updated with the status of design and whether alternate bids are recommended.

The construction plans will callout the curb ramp types in accordance with Public Right-of-Way Guidelines (PROWAG) for ADA accessibility. It will be the responsibility of the contractor to construct ADA-compliant curb ramps. Upon construction of curb ramps, CED will inspect the ramps for compliance with ADA requirements. Curb ramps determined to be non-compliant with the ADA requirements will be reconstructed by the contractor at no additional cost to the Owner.

The project limits may be adjusted by utilizing alternate bids based upon the budget approved by the Borough. CED will prepare the CCE based on the quantity required for each alternate bid and finalize the design in order for the project to remain within the construction budget. Bidding services will be coordinated through our Mount Arlington office.

Specifications will be developed in accordance with NJDOT Standard Specifications for Road and Bridge Construction, as currently amended. An Engineer's Estimate will be prepared and submitted to NJDOT Bureau of Local Aid along with an Engineer's Design Certification, plans, and specifications. Upon receiving authorization to bid from NJDOT, we will coordinate with the Borough regarding public advertisement of the bid documents.

CED will coordinate with the Borough regarding the Bidding Period Services, specifically the following shall be conducted:

- Prepare the Notice to Bidders and coordinate with the Clerk for advertisement.
- Development of addendum(s) to clarify or review the bid documents, as required.
- Attend bid opening and reading of bids in order to tabulate them.
- Review the proposals from the responsive bidders and make recommendations to the Borough regarding the selection and evaluation of the bids.

TASK 2.0 GRANT ADMINISTRATION

Throughout the design and construction services, CED will prepare submittals to NJDOT Bureau of Local Aid in accordance with the Municipal Aid program requirements. Submittals will include final plans, specifications, Engineer's Estimate, Engineer's Design Certifications, Resolution of Award, Bid Tabulation, Pre-Construction Meeting Minutes, 75% Initial Payment Voucher, Construction Start and End Notices, Final Change Order Form, and Reimbursement Vouchers.

To facilitate the final grant reimbursements, CED will coordinate with the Borough to obtain the necessary signatures by the Borough personnel, as needed, for the Final Change Order, Chief Financial Officer Certification and Final Payment Voucher.

FEE AGREEMENT

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the Scope of Services.

TASK 1.0	DESIGN AND BIDDING	\$26,500.00
TASK 2.0	GRANT ADMINISTRATION	\$ 3,500.00
TOTAL LUMP SUM FEE		\$30,000.00

The above engineering services will be provided on a hourly basis not to exceed the listed amount. This contract and fee schedule are based upon the Borough Engineering Contract, authorized by the Borough (Resolution No. 25-2025). Please note, Construction Administration and Observation Services are not included in this agreement. A separate agreement for said services will be prepared and provided to the Borough upon opening of contractor bids.

PROJECT SCHEDULE

The following is the anticipated project schedule:

Anticipated Duration

Mayor & Council Award of Professional Design Services	Anticipate Authorization September 2025
Preparation of Design Plans and Specifications	To be completed within 60 days of Authorization
NJDOT Concurrence	Anticipate 30 days from submission
Bidding of Project	Anticipate 30 days for bidding process
Contractor Award	TBD
Construction (Anticipated)	TBD – Anticipate Spring 2026
Project Closeout (Anticipated)	To occur post construction – Anticipate Spring 2026

PROJECT DELIVERABLES

Two (2) copies of the final bid documents will be provided to the Borough prior to bidding.

PLAN REVISIONS AND EXTRA SERVICES

Any revision requested by the Borough or review agencies that is a major redesign or not an error or omission on the part of CED will be billed on an hourly basis in accordance with our current contract. Please note that a separate agreement will be provided prior to the pre-construction meeting specific to Construction Administration Services.

REIMBURSABLE EXPENSES

Reimbursable expenses including delivery, printing, copying, postage and other reproducible costs for the above-mentioned deliverables, are included within this agreement, and are included in the project cost.

EXCLUSIONS

If any item listed herein, or otherwise not specifically mentioned within this agreement or the Borough Engineering Agreement, is deemed necessary, then CED may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees with regard to the extra work. Unanticipated additional services shall be in accordance with the Schedule of Hourly Rates for the number of hours that the Construction Administrator or Engineer is on-site. No extra engineering services will be performed without authorization from the Borough.

If you find this agreement acceptable, please forward a copy of the Resolution of Approval to this office. This will constitute approval of the proposed engineering agreement.

We thank you very much for the opportunity to offer our services and look forward to working with you on this and future projects. In the meantime, should you have any questions regarding this agreement, please feel free to contact me.

Sincerely,

Colliers Engineering & Design



Carl O'Brien, P.E., P.P., C.M.E., C.P.W.M.
Geographic Discipline Leader



Nick Chelius, P.E., C.M.E.
Borough Engineer

cc: Andrew Hipolit (CED)
Ken DeGennaro (CED)
Patrick Jamieson (CED)