

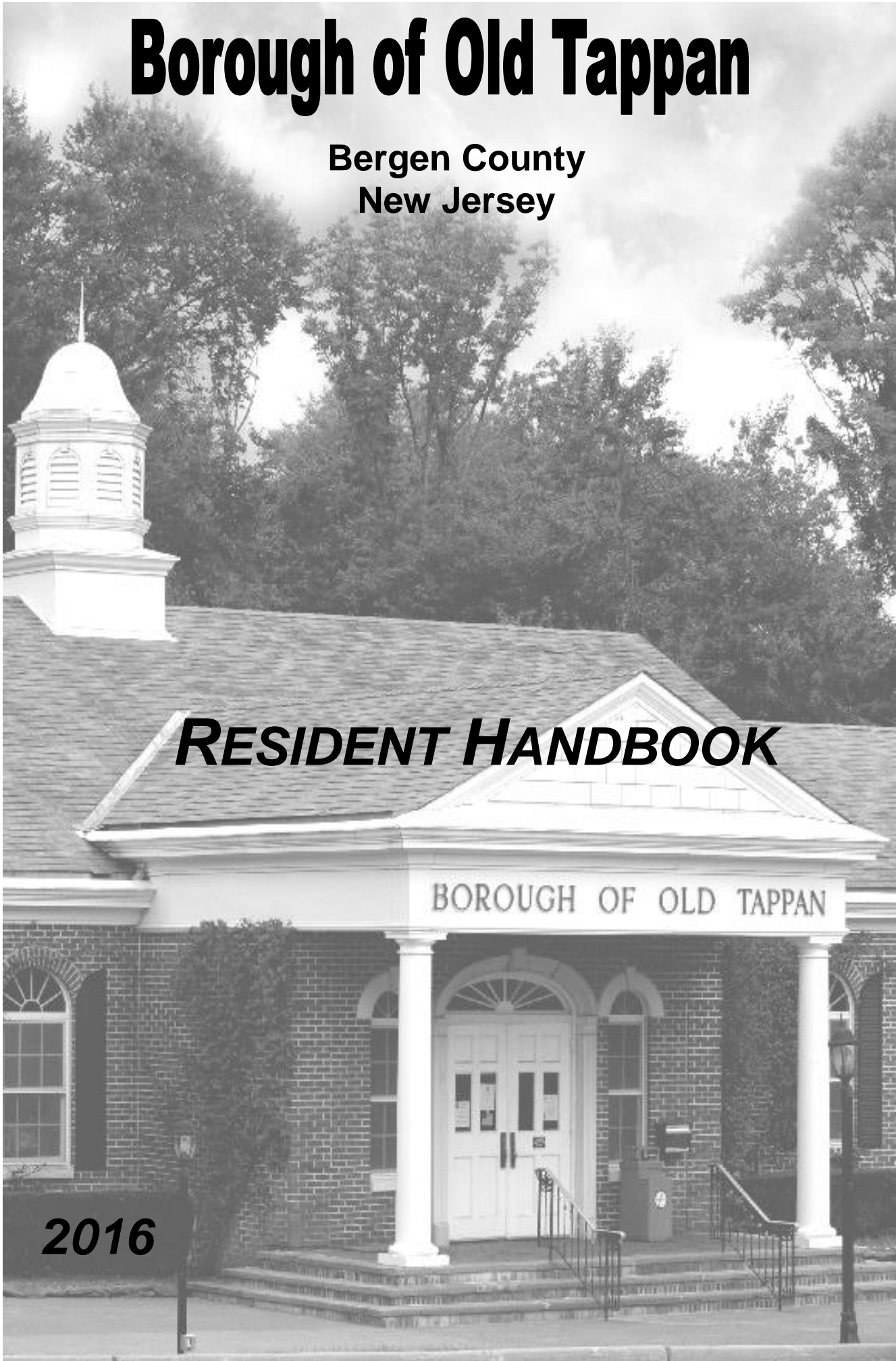
Borough of Old Tappan

**Bergen County
New Jersey**

RESIDENT HANDBOOK

BOROUGH OF OLD TAPPAN

2016



All Photos by Borough Photographer, Jamie Cohen
www.jamiecohen.tv

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MAYOR'S NOTE



Mayor John M. Kramer
Borough Hall
227 Old Tappan Road
mayor@oldtappan.net
201-664-1849

One of the most important functions of government is to keep the public informed. This new Resident's Handbook is part of the Mayor and Council's program to provide the public with comprehensive sources of information about the Borough, its government, programs, departments, boards and committees.

These sources of public information include:

Resident's Handbook - general reference information for all residents - it is our intention to publish this Handbook on our website

Website (www.oldtappan.net) - comprehensive resource with information, forms, agendas, minutes, etc. - The Old Tappan website is continuously updated; it is also the most current source of information

Newsletter (Old Tappan News) - news and current events, published two times a year

Borough Calendar - recycling, schedule of meetings and events - published annually

Calendar of events - is also located on our Borough Website

Borough Bulletin Board

I look forward to getting ideas from residents as to what you think or what additional information might be included to make this an even more comprehensive handbook.

Sincerely,

John M. Kramer

John M. Kramer
Mayor

Our Government

Mayor and Council

Old Tappan operates under the Borough form of government, with six Councilpersons and one Mayor. The governing body is empowered to enact local ordinances, levy municipal taxes, and conduct the affairs of our community.

The Mayor serves a four-year term and is responsible for carrying out certain executive functions within the Borough. The Mayor runs the Mayor and Council meetings but votes on issues only in the case of a tie. The six Councilpersons serve staggered three-year terms and are responsible for most legislative and executive functions.

The Mayor and Council are chosen through partisan elections. Look for election information on the Administration webpage of our website (www.oldtappan.net)

Mayor and Council meetings are open to the public and are held in the Edward J. Gallagher Council Chamber at the Borough Hall, 227 Old Tappan Road, at 7:30 pm on the first and third Monday of each month. Please refer to the current Borough Calendar for specific dates and times. At every meeting, there is a public's opportunity to speak which is a forum for public participation on any issue, whether or not it is on the agenda.

The Mayor and Council are always looking for volunteers. If you are interested in serving on one of the many boards, commissions or committees, please send a letter to the Mayor or email him at mayor@oldtappan.net.

Meeting agendas, minutes and other information are available on the Mayor-Council webpage of the Borough's website (www.oldtappan.net).

Borough Website www.oldtappan.net

Check out all the *features* available on the Borough's website:

Downloadable forms, forms, and more forms (from dog and cat license applications to Planning Board applications to Complaint forms to Public Records requests, and many more)

News and Press Releases

Mayor and Council agendas and minutes

Borough Code On-line

Pending ordinances (can be downloaded)

Recently enacted ordinances (can be downloaded)

Webpages for Borough departments

Webpages for Borough Boards and Committees

Up-to-date status of Planning Board applications

Planning Board agendas and minutes

Borough meetings/events calendar

Important links to other sites

The Borough is committed to providing a first class website. It is the most complete resource for Borough information.

Please provide us with your suggestions and input regarding content and/or design of the website. We maintain the website "in-house" and need the public's perspective to keep the website fresh and vital. E-mail your comments and suggestions to pobrien@oldtappan.net.

Questions/Concerns

If you have any problems, complaints, concerns or questions, please fill out a *Questions/Concerns* form at the Borough Hall. You can also download this form from the Forms webpage of the Old Tappan website at www.oldtappan.net You can then expect a prompt response. Alternatively, you can e-mail your problem, complaint, concern or question to the Borough Administrator at pobrien@oldtappan.net.

Administration

Borough Hall
227 Old Tappan Road
201-664-1849
Fax - 201-664-3543

Borough Hall is open from 8:30 am to 4:00 pm Monday through Friday

For information, links and forms pertaining to the Administrator/Clerk's office, see the Administrator/Clerk webpage and Forms webpage on the Borough's website (www.oldtappan.net). Extensive information and forms are available on everything from access to public records to elections to pet licensing. Among the forms available on the Forms webpage are the Questions/Concerns form, the Request for Access to Public Records form, liquor license forms, election forms, and raffles forms.

- ***Borough Administrator***
Patrick O'Brien, BS, MAS, CPM
201-664-1849 ext. 12
pobrien@oldtappan.net

Pat is responsible for the day-to-day administration of the Borough and is in charge of all Borough employees. He is also the liaison between the Mayor and Council and all departments, boards and committees.

- ***Borough Clerk***
Jean M. Donch, RMC
201-664-1849 ext. 14
jdonch@oldtappan.net

As Clerk, Jean prepares Mayor and Council meeting agendas, maintains minutes and records, and is the chief election official. Among her many duties, Jean is responsible for issuing business licenses.

- ***Registrar of Vital Statistics/Admin Assistant***
Lori Langone
201-664-1849 ext. 10
llangone@oldtappan.net

Lori is the Registrar of Vital Statistics for the Borough; call her if you need a marriage license, death certificate, certified copy of any Vital Statistics record, or dog / cat license. She provides assistance to the Administrator and Borough Clerk. Lori can provide you with voter registration forms, passport information and will be pleased to assist you with any other information you may require.

Voter Registration

The last day to register to vote in the General Election is 29 days before the election. You must be 18 years old by the date of the next election and have resided in Old Tappan for at least 29 days prior to the election. Absentee ballot applications may be obtained from the Borough Clerk or County Clerk no later than 7 days prior to the election.

Dog and Cat License Renewal

Pet Licenses expire on the last day of February each year for all dogs and cats. License applications and information are available at Borough Hall and on the Borough's website. www.oldtappan.net, Applications must be submitted with a check, made payable to the Borough of Old Tappan. In compliance with State Law, proof of rabies vaccination MUST be furnished with the application. The vaccination must be valid through December of the year that the pet is being licensed. If it is not, you will need to have your pet vaccinated before a license can be issued.

IT IS IMPORTANT TO BE AWARE THAT RABIES IS PRESENT IN WILD ANIMALS IN NEW JERSEY. IT IS THEREFORE VITAL THAT ALL DOGS AND CATS BE VACCINATED AND LICENSED. If you have any questions, please contact Lori at the Borough Hall at 201-664-1849 ext. 10

Owners who do not obtain the yearly license by the last day in February must pay a late fee. The late fee is \$5.00 for the first month that the license application is late and \$2.00 for each additional month that the license application is late. Unlicensed pets are subject to fines up to \$75 per animal.

Anti-Rabies Clinic

The Old Tappan Board of Health invites resident pet owners to the Board's annual Anti-Rabies Clinic, where free anti-rabies shots are administered. Dog and cat licenses can be renewed at the Anti-Rabies Clinic, but payment of the renewal fee must be by check (no cash please). See the Borough calendar or the Borough website for the date of the Clinic.

Finance Department

Borough Hall
227 Old Tappan Road
Fax - 201-722-0238

For information and forms on everything from senior and veteran's deductions to the State's property tax relief program, see the Finance webpage and the Forms webpage on the Borough's website (www.oldtappan.net)

Chief Financial Officer/Tax Collector/Treasurer

Rebecca Overgaard, CMFO, CTC
201-664-1849 ext. 15
rovergaard@oldtappan.net

Becky serves as the Borough's Chief Financial Officer, Certified Tax Collector, Treasurer, Sewer Utility Collector and Tax Search Officer. She is responsible for the overall financial operations of the Borough, including the municipal budget and tax collection. Additionally, the Borough has a sewer utility whose operating budget Becky also oversees.

Accounts Payable Clerk

Sherry Giampaglia
201-664-1849 ext. 11
sgiampaglia@oldtappan.net

Sherry is responsible for all phases of Accounts Payable, including the processing of vouchers which begin the payment process for various vendors and Borough utilities. Sherry also reviews and records the daily golf course revenue when applicable and assists with the collection of taxes.

Deputy Tax Collector

Toni Flyge
201-664-1849 ext. 16
tflyge@oldtappan.net

Toni handles all the billing and collection of taxes as well as sewer flow charges and assessments. She also scans all checks remotely and assists the finance department with posting all revenue and deposits.

Accounting/Payroll Clerk

Susan Owens
201-664-1849 ext. 17
sowens@oldtappan.net

Susan is responsible for the reconciliation of the Borough's bank accounts. She also handles the payroll for all Borough employees, assists with the collection of taxes.

New Jersey Homestead Rebate Program

New Jersey residents who owned and paid property taxes on a home in New Jersey that was their principal residence on October 1 are eligible. For more information, contact the NJ Homestead Rebate Program Hotline at 1-888-238-1233 or check the New Jersey Division of Taxation website at www.state.nj.us/treasury/taxation

Where to apply: New Jersey Division of Taxation, 1-877-658-2972

Property Tax Deductions on Your Tax Bill

Apply at Borough Hall, call 201-664-184, ext. 239 or 227

Veteran/Widow of Veteran Tax Deduction

Eligibility Requirements:

- Must be resident and citizen of New Jersey
- Must be owner of record as of October 1 of pre-tax year
- Must have served in the U.S. Armed Forces during wartime

Deduction value is \$250.00

Senior Citizen/Disabled Persons/Surviving Spouses

Eligibility Requirements:

- Must be resident and citizen of New Jersey
- Must be owner of record as of October 1 of pre-tax year
- Must reside at premises where deduction is allowed
- Age requirement as of December 31 pre-tax year:
 - Senior Citizen – Age 65
 - Surviving Spouse – Age 55
 - Disabled Person – No age requirement
- Income cannot exceed \$10,000 annually excluding Social Security, State or Federal Pensions, whichever is higher

Property Tax Reimbursement Program

The benefit of the reimbursement program, which is run by the State, is that property taxes of eligible senior citizens are frozen at the year of eligibility.

Eligibility Requirements:

- Must be NJ resident for at least 10 years
- Pay property taxes on their principal New Jersey residence
- Age 65 or older, or receiving Social Security disability benefits
- Live in their current home for the last three years
- Income limits for both the base year as well as application year
- Must pay property taxes to Borough as billed annually, and...
- File Form PTR-1 or PTR-2 no later than March 15 of the following year

Where to apply: NJ Division of Taxation, property tax reimbursement hotline 1-800-882-6597 or the website www.state.nj.us/treasury/taxation

Tax Assessor

Borough Hall
227 Old Tappan Road
Fax - 201-664-3543

Tax Assessor

Patrick Wilkins
201-664-1849 ext. 18

The Tax Assessor is in charge of assessing properties within the Borough to determine their taxability and fair market value. The Tax Assessor also maintains and updates assessment records and defends Borough assessments in property tax assessment appeals.

For further information on the functions and duties of the Tax Assessor, see the Tax Assessor webpage on the Borough's website (www.oldtappan.net)

Office hours are 8am-10am Tuesdays, or by appointment. To schedule an appointment or for general information, contact Deputy Treasurer Toni Flyge 201-664-1849 ext. 16 or tflyge@oldtappan.net

Police Department

247 Old Tappan Road
Police Chief Thomas Shine
201-664-1221
PoliceChief@oldtappan.net



The Police Department operates as the Borough's public safety department. This Department is committed to providing outstanding service and a safe place to live for Borough residents. It provides 24-hour protection for the citizens and property of Old Tappan. See the Police Department webpage on the Borough's website (www.oldtappan.net) for more information.

You may also contact by email:

Detective - policedetective@oldtappan.net

Juvenile - policejuvenile@oldtappan.net

Emergency Management - emergencymanagement@oldtappan.net

Alarm Registration

Renewal forms for annual alarm registration - \$10.00 per year – are mailed to residents with existing alarms. If you do not receive a renewal form and have a home alarm, please call the Police Department at 201-664-1221. The due date for alarm registration is January 31

Old Tappan Municipal Alliance Committee

Chairwoman Anna Haverilla
247 Old Tappan Road
201-664-1221

The Old Tappan Municipal Alliance Committee consists of dedicated volunteer residents who work with New Jersey's Municipal Alliance to Prevent Alcoholism and Drug Abuse in order to implement a comprehensive and coordinated effort against alcoholism and drug abuse. For more information, see the Municipal Alliance Committee webpage on the Borough's website, www.oldtappan.net

Municipal Court

Borough Hall
227 Old Tappan Road
Fax - 201-664-3543

Court sessions - first Thursday of each month at 7pm

- ***Municipal Court Judge***
Honorable Warren F. Clark, J.M.C.
- ***Court Administrator***
Laurel Carnazza
201-664-1849 ext. 23
Hours: Tuesdays and Wednesdays, 1pm – 4pm

The Old Tappan Municipal Court has jurisdiction over cases involving motor vehicle/traffic violations, disorderly/petty disorderly persons offenses, and violations of municipal ordinances of Old Tappan. For further information, see the Municipal Court webpage on the Borough's website (www.oldtappan.net).

Fire Department

231 Old Tappan Road
Contact through Borough Hall - 201-664-1849 ext. 26

The Old Tappan Volunteer Fire Department has been in existence since 1932 and continues to serve our community 24 hours a day, 365 days each year. The Fire Department is continually improving equipment and training for its members to facilitate a "fire safe" Old Tappan. If you are interested in joining the Fire Department, contact the Fire Chief in person on any Monday night after 7:30 p.m. (meeting night) at the Firehouse. For further information, see the Fire Department webpage on the Borough's website (www.oldtappan.net)



Fire Prevention Bureau

Borough Hall
227 Old Tappan Road
Fax - 201-664-3543

Fire Marshal

Charles Batch
201-664-1849 ext. 20
cbatch@oldtappan.net

Fire Prevention Bureau employees inspect all multi-family, commercial, and industrial sites, as well as public and private schools and places of assembly for compliance with State and Borough Fire and Building Codes. For extensive information and safety tips, see the Fire Prevention webpage on the Borough's website (www.oldtappan.net)



Ladies Auxiliary

The Ladies Auxiliary is a volunteer organization made up of women who meet the residency requirements. The purpose of this Auxiliary is to promote a social atmosphere within the organization and to support the interests of the Old Tappan Volunteer Fire Co.

The primary function of the Ladies Auxiliary is to be available to assist our volunteer firefighters with necessary supplies when they respond to a fire or any other serious emergency that may occur within our community. The secondary function is to provide funds for donation to New Jersey Burn Centers as well as the Firemen's Home in Boonton, NJ. This organization also offers scholarships to students in the Old Tappan school system and assists Social Services in Old Tappan when needed.

If anyone 16 years or older is interested in becoming a member, the Ladies Auxiliary meets at 7:30 p.m. downstairs at the Old Tappan Firehouse on the second Tuesday of each month. You may contact Joy Cioce at 201-655-0818 concerning membership

First Aid Corps

4 Russell Avenue
201-666-9030



The Old Tappan First Aid Corps, a volunteer organization, is ready to respond to emergencies 24 hours a day, seven days a week. The First Aid Corps provides pre-hospital emergency care. Its members undergo continuous education and receive EMT recertifications every three years. If you are interested in volunteering, contact the First Aid Corps by telephone at the number listed above. For further information, see the First Aid Corps webpage on the Borough's website (www.oldtappan.net)

Department of Public Works (DPW)

35 Russell Avenue
201-664-4438

Hours: 7am to 12 noon, 12:30 pm to 3:30 pm. - Monday to Friday

Superintendent of Public Works

Andrew Brackenbury, CPWM

andy@oldtappan.net

The DPW maintains the Borough's 26 miles of roads and 7 miles of County roads. They are responsible for street sweeping, leaf collection, salting, snow plowing, pavement maintenance, and maintenance of storm drains. The DPW is also responsible for the maintenance and repair of all Borough-owned buildings, parks, playgrounds, most vehicles and equipment, and maintenance of the Borough's sewer system. See the DPW webpage on the Borough's website (www.oldtappan.net) for detailed information on many related subjects.

Garbage / Recycling / DPW Information

Garbage Disposal Information

The Borough does not provide garbage and waste disposal services. Instead, residents have contracts with privately-owned sanitation contractors. You are not required to contract with any one specific sanitation contractor.

The following is contact information for the local sanitation contractors who are currently handling most of the sanitation services for residents of the Borough:

Buldo Brothers Sanitation, Inc.
PO Box 326 River Vale, NJ 07675
201-573-1921

Royeal Waste Services
PO Box 8007 Englewood, NJ 07631
877-678-9797

Waste Management of New Jersey, Inc.
107 Silvia Street Ewing, NJ 08628
1-800-717-3366

Generation Waste Services, Inc.
PO Box 256 Old Tappan, NJ 07675
201-722-9260

Recycling Information

Recyclables are picked up on Wednesdays according to the following schedule. Materials to be picked up must be at the curb by 7 am

1st and 3rd Wednesdays - commingled glass bottles (clear, green and brown), aluminum tin cans and plastic containers (type 1 or type 2 plastic, as noted on bottom of container in triangle). These items must be rinsed out and placed in a reusable container that is no more than 50 pounds.

2nd and 4th Wednesdays - newspapers, junk mail and cardboard. These items may be tied in bundles, in paper grocery bags, or in reusable containers not more than 50 pounds. Cardboard items must be flattened. Do not place any items in plastic bags.

5th Wednesdays - no pick ups

The recycling center, located at the DPW facility on Russell Avenue, is open Monday thru Friday, 7am-3pm, and from 10am-1pm on Saturdays (except holidays). In addition to those items picked up curbside, the center accepts cardboard (flattened), used motor oil, car tires, and used clothing. Please bring only those items designated for recycling and place them in the appropriate container. **Please do not place plastic bags** in with your recyclables. Please use the curbside pickup whenever possible to prevent an overflow situation at the DPW yard.

The DPW does not accept garbage, construction debris, paint or chemicals, etc. Violators will be prosecuted. If you have any questions as to what is acceptable or where you may dispose of items, please refer to your recycling bulletin or call 201-664-4438. For information on the disposal of household hazardous waste, such as paints, varnishes, chemicals, propane cylinders, etc., please call Bergen County Household Hazardous Waste hotline at 201-807-5825, the paint recycling hotline at 201-807-8683, or go to www.njhazwaste.com

Computer and Electronics Recycling

Residents may recycle their computers (including monitors, printers, etc.) and electronics equipment (including televisions, stereos, etc.) at the recycling center on specified dates. ID required. See Borough calendar for scheduled dates.

White Goods

White goods, such as refrigerators, stoves, water heaters and other recyclable metal items are picked up on Wednesdays. Please call 201-664-4438 to arrange for pick up. Please make sure the doors are removed from refrigerators and freezers. Items such as couches and other types of furniture are picked up by your garbage contractor, and you should contact them directly regarding these items.

Street Sweeper

Our street sweeper is a vacuum type sweeper and can be jammed by sticks. Residents are asked not to place sticks and other debris in the street (this is a violation of Borough ordinance).

Branch Collection

The DPW begins chipping branches that residents have trimmed from their trees in April (see website for specific dates). If you hire someone to do trimming, the contractor is responsible for disposal of the debris. The DPW picks up branches on the west side of town (Central Avenue to River Vale) on the 1st and 3rd Wednesdays and the east side of town (Central Avenue to the State line including Central) on the 2nd and 4th Wednesdays, weather permitting. There is no chipping during leaf season.

You must call 201-664-4438 to advise the DPW that you have put branches out. Please stack branches at the curb with the cut ends facing out, maximum 4 inch diameter. Do not place them in the street and do not block the sidewalk. If you have a sidewalk in front of your house, you may place them behind the sidewalk.

Grass Clipping and Yard Debris

Your private sanitation contractor will pick up grass clippings and other yard debris, starting in April. Contact your sanitation contractor for a schedule. All debris should be in a reusable container, 30 gallons or less and no more than 50 lbs. Residents are reminded that Borough ordinance prohibits items being placed in the street. This service ends when the DPW begins leaf pick up.

Wood Mulch and Leaf Compost

The DPW delivers wood mulch and leaf compost, free of charge, to residents. This is a courtesy service and other priorities may take precedence. Please fill out the appropriate form at the Borough Hall to arrange for delivery (a new form is required with each order). Orders will be accepted after April 15 and deliveries will begin after May 15.

Leaf Collection

Leaf pick up begins in mid-October and continues until early December (see website for specific dates). Any snow during this time can slow or delay pick up of leaves.

Residents are reminded not to mix branches, rocks or other debris with your leaves (you may mix grass clippings). Rake leaf piles as close to the curb as possible to insure the safe passage of pedestrian and vehicle traffic. Do not place leaves on top of storm drains or block fire hydrants. If you have a landscape contractor, please inform the contractor of these requirements.

Residents who have basketball backboards in the street are asked to remove them or turn them around. The Borough will not be responsible for any damages that might occur.

Building Department

Borough Hall
227 Old Tappan Road
Fax - 201-664-3543

Construction Official

Charles Batch
201-664-1849 ext. 20
cbatch@oldtappan.net
Mon 3-5:30pm Tue. 7-11am Wed. 7pm-10pm Thur. 7-9:30am Fri 7-10am

Technical Assistant

Alyson Lazarus
201-664-1849 ext. 19
alazarus@oldtappan.net
Hours: 9am-2pm Monday through Friday

The Building Department issues permits to ensure that all Borough construction is done in accordance with the New Jersey State Uniform Building Code and local building and zoning codes. Building permits provide the means for Code Officials to protect the residents' health, safety and welfare by reducing the potential hazards of unsafe construction. An application for a permit must be made before any construction or remodeling work begins.

For information and forms, including construction permit and subcode applications, soil moving permit applications and street excavation permit applications, see the Building webpage and Forms webpage on the Borough's website (www.oldtappan.net)

For assistance or to schedule an inspection, contact Technical Assistant Alyson Lazarus.

Zoning Officer

Borough Hall
227 Old Tappan Road
Fax - 201-664-1048

Zoning Officer

Nicholas Pappas
201-664-1849 ext. 21
NPappas@oldtappan.net
Hours: Wednesday, 7:00 p.m. to 8:00 p.m.

The Zoning Officer is responsible for enforcing the provisions of the Borough's zoning ordinance. Zoning permits, issued by the Zoning Officer, must be obtained prior to construction, erection or alteration of any structure. Also, a zoning permit must be obtained prior to the filing of an application for site plan approval. A zoning permit certifies that the application is in compliance with all provisions of the Borough's zoning ordinances.

Planning Board

Borough Hall
227 Old Tappan Road
Fax - 201-664-1048

Land Use Administrator

Robike Noll
201-664-1849 ext 22
rnoll@oldtappan.net

The Planning Board consists of nine volunteer residents and four alternates, appointed by the Mayor. It is responsible for reviewing and approving subdivision, site plan, and variance applications. The Planning Board also proposes and reviews Borough zoning ordinances and is responsible for the preparation of the Master Plan that guides development within the Borough.

The Borough combined its Planning Board and Board of Adjustment into one board. Hence, in addition to subdivision and site plan applications, which are customarily handled by the planning board, the Old Tappan Planning Board is also responsible for reviewing applications for variances and is empowered to grant exceptions to the zoning ordinances in cases where the literal and rigid interpretation and enforcement of the zoning laws would cause hardship or injustice.

For Planning Board agendas, minutes and application status see the Planning Board webpage on the Borough's website (www.oldtappan.net). For application forms, see the Forms webpage.

Meetings are generally held on the first and third Wednesdays of each month at 7:30pm in the Council Chambers at Borough Hall. All meetings are open to the public.

Environmental Commission

Borough Hall
227 Old Tappan Road
Fax - 201-664-3543
EnvironmentalCommission@oldtappan.net

The Environmental Commission consists of five volunteer residents and two alternates. The Environmental Commission works towards making Old Tappan a more environmentally sound and aesthetically pleasing place in which to live.

Meetings are held on the third Tuesday of each month at 7:30pm in the conference room at Borough Hall. All meetings are open to the public.

Shade Tree Advisory Committee

Borough Hall
227 Old Tappan Road
201-664-4438 (DPW)
Fax - 201-664-3254
andy@oldtappan.net

The Shade Tree Advisory Committee consists of five members. The Committee makes recommendations to the Mayor and Council for the regulation, maintenance, care, control, and planting of trees and shrubbery in the Borough's parks and public spaces. The Committee also oversees and arranges, through the Borough's DPW and a private tree service, the pruning, removal, and planting of Borough trees (trees located within the 10-foot right of way).

The Green Team

Borough Hall
227 Old Tappan Road
Fax - 201-664-3543

The Borough Green Team meetings are held the fourth Thursday of each month at 7:30pm in the conference room at Borough Hall. All meetings are open to the public.

Arts and Entertainment Committee

Borough Hall
227 Old Tappan Road
Fax - 201-664-3543

Formed in 2004, the Social and Cultural Affairs Committee consists of seven members and two alternate members appointed by the Mayor. The Social and Cultural Affairs Committee is responsible for planning, developing and implementing recreational activities, programs, parades, events and such other activities as may be approved from time to time by the Mayor and Council.

Recreation Commission

Borough Hall
227 Old Tappan Road
Fax - 201-664-3543



Recreation Director

Gloria Wiesner
201-664-1849 ext 24
gwiesner@oldtappan.net

The objective of the Old Tappan Recreation Program is to serve the girls, boys, men and women of Old Tappan, providing the types of recreational activities that will improve the quality of life for everyone involved. The Recreation Commission offers various sport programs, such as soccer, football, basketball and baseball/softball, as well as administering Summer Camp, Town Day, the Ragamuffin Parade/Halloween Festival, and the Easter Egg Hunt.

The Recreation Commission is made up of volunteers from the community. The day to day operations for all of the Borough's recreation programs are shared by Commission members and other parent volunteers. This volunteer effort is essential to the success of the Recreation programs.

Ideas and suggestions aimed at improving our Recreation programs are always welcome, and residents are encouraged to present them to the Commission. The regular Recreation Committee meeting dates are the second Tuesday of every month starting at 8pm at the Borough Hall. All meetings are open to the public.

For further information and contacts for each of the programs, see the Recreation webpage on the Borough's website (www.oldtappan.net)

Old Tappan Golf Course

83 DeWolf Road
201-767-8950



- ***Golf Course Superintendent***
Paul Parascondolo
pparascondolo@oldtappan.net
- ***Golf Pro/Golf Play Supervisor***
Douglas Meeks
201-767-1199
- ***The Par Bar (Restaurant)***

The Old Tappan Golf Course was built in 1969 by the Old Tappan Recreation Commission. The Course is private, but residents have preference over non-residents for membership. Season and daily (resident card, greens fees additional) memberships are available for residents.

Golf Memberships

To obtain a golf course membership, proof of residency is required each year. Two forms of ID are necessary, including a photo ID and one of the following: real estate tax bill, driver's license, voter registration card or utility bill. If you are a returning member, bring your golf ID tag from the previous year, as new tags will not be issued each year. Registrations are accepted at Borough Hall on Tuesdays and Wednesdays only, between the hours of 9am to 12 noon and 1pm to 3pm. Night time hours will also be offered and will be announced in the yearly golf mailing. Contact Doug Meeks at 201-767-1199, if you should have any questions. Information is also available on the Golf Course webpage.

Board of Health
Borough Hall
227 Old Tappan Road
BoardofHealth@oldtappan.net

Health Officer

Northwest Bergen Regional Health Commission
22 West Prospect Street
Waldwick, New Jersey 07463
201-445-7217

The Board of Health annually contracts with the Northwest Bergen Regional Health Commission to act as the Borough's health officer and provide a variety of health-related services.

The Board of Health consists of seven volunteer residents and two alternates. It is responsible for ensuring that proper health standards are maintained within the Borough. The Board of Health is the only municipal organization besides the Mayor and Council with the power to enact ordinances. The Board of Health also assures that Borough ordinances intended to guarantee healthy living circumstances in Old Tappan are respected.

The Board regulates the maintenance of food and beverage vending machines and retail food establishments, controls the keeping of animals, authorizes the inspection of premises by the health officer, and oversees and regulates other establishments.

For further information, see the Board of Health webpage on the Borough's website (www.oldtappan.net)

Meetings are held six times a year on the third Wednesdays at 7:45pm in the conference room at Borough Hall. Please see the Borough calendar for specific dates and times. All meetings are open to the public.

Health Clinic

On the third Tuesday of each month from 2pm – 4pm at the Firehouse, adult walk-in health clinics are held for residents. Services included are blood pressure screening, health consultation, education and medical referrals. Health literature is available. There are no charges.

Animal Control Officer

Animal Control Officer
Ronald Binaghi Jr.

The Borough's Animal Control Officer handles issues involving dogs, cats and other animals in the Borough. He can be contacted at the Borough Hall, 201-664-1849 ext. 10

Senior Citizens' Advisory Committee

Borough Hall
227 Old Tappan Road
Seniors@oldtappan.net



The Senior Citizens' Advisory Committee provides senior citizens with information on services that are available to them. The Committee endeavors to reaffirm the dignity and value of older adults in the community and informs the Mayor and Council and Borough residents of senior citizens' special needs.

For further information, see the Senior Citizens' Advisory Committee webpage on the Borough's website (www.oldtappan.net)

Meetings are held quarterly on the third Thursday of the month at 4pm in the conference room at Borough Hall. All meetings are open to the public.

Social Services
Borough Hall
227 Old Tappan Road
SocialServices@oldtappan.net

Director of Social Services
Donna Geitz
201-664-1849 ext. 25

Old Tappan Social Services is coordinated by the Director of Social Services and a committee of locally appointed residents, who together constitute the *Local Assistance Board*. The mission of the Local Assistance Board is to assess the social, health, welfare and recreational needs of the residents of Old Tappan and assist in a confidential, supportive and professional manner during difficult times. These services are available to children, individuals, couples, families, seniors and the disabled in our community.

Social Services greatly appreciates and accepts donations of food, gifts, volunteer services, financial donations from individuals, organizations, schools and businesses, and distributes them to area residents as needed. Donations can be made at the Social Services office in Borough Hall. For further information, see the Social Services webpage of the Borough's website (www.oldtappan.net)

Affordable Housing Agency
Borough Hall
227 Old Tappan Road
Roseanne Stella, Secretary
AffordableHousing@oldtappan.net

The Affordable Housing Agency administers the affordable housing program within the Borough. There are 16 affordable sale units, 29 age-restricted rental affordable units (administered by the Housing Authority of Bergen County), and 16 non-age-restricted rental affordable units within the Borough. The Affordable Housing Agency is responsible for qualifying applicants for affordable housing and referring them for the purchase or rental of affordable units. The Borough provides affordable housing in accordance with its constitutional obligations as determined by the New Jersey Supreme Court in its 1975 Mt. Laurel decision. Every municipality has an obligation to provide a realistic opportunity for the construction of its "fair share" of low and moderate income housing.

Applications and information, including pictures of typical affordable units, are available online at the Affordable Housing Agency webpage on the Borough's website (www.oldtappan.net)

Old Tappan Public Library

56 Russell Avenue
Phone 201-664-3499
Fax: 201-664-5999



The Old Tappan Public Library operates as an association library, which is an independent, non-profit organization. The library collection consists of approximately 62,000 items and includes books, DVDs, music CDs, audio books and magazines. In addition there are free downloadable e-books through www.bccls.org. The Library has free internet and Wi-fi service, a notary on staff, faxing and copying, free ESL tutoring service.

An Old Tappan Library card is free to all residents five years of age and older, and is valid for use at all member libraries in BCCLS (Bergen County Cooperative Library System).

The Library Board of Trustees meets on the 2nd Wednesday of every month at 7:30pm. Meetings are held at the Library and are open to the public.

LIBRARY SCHEDULE

September through June

Monday, Tuesday, Thursday	9am-9pm
Wednesday and Friday	9am-5pm
Saturday	10am-2pm
Sundays	CLOSED

July and August

Monday, Wednesday, Friday	9am-4pm
Tuesday and Thursday	9am-9pm
Saturday	9am-1pm
Sunday	CLOSED

Schools

Old Tappan Board of Education

275 Old Tappan Road
Phone 201-664-1421 ext. 2503

Danielle Da Giau, Superintendent

Douglas Barrett, Board Secretary – Business Administrator

T. Baldwin Demarest Elementary School

(Kindergarten to 4th Grade)

School Street

Phone 201-664-7176

Angela Connelly, Principal

The T. Baldwin Demarest School provides a high level of education to over 400 students in kindergarten through fourth grade. The teaching staff subscribes to the philosophy that children learn best in a supportive, nurturing learning environment that immerses students in a style of curriculum delivery which reflects the key principles of active participation, cooperative learning, hands-on instruction, and interdisciplinary teaching.

The school is continually developing educational programs with the intent of promoting children's academic, social, and emotional development. Educational initiatives in the areas of heterogeneous grouping, cooperative learning, enrichment, technology, multicultural education, literature-based reading, and science have afforded students opportunities for a more in depth exploration of the world in which they live. With the guidance of supportive parents and dedicated educators, the students are destined to become responsible citizens prepared to participate in a constantly changing society.

For more information about the T. Baldwin Demarest Elementary School, visit its website at www.oldtappan.org

Charles DeWolf Middle School

(5th Grade to 8th Grade)

275 Old Tappan Road

Phone 201-664-1475

Justin O'Neil, Principal

The Charles DeWolf Middle School presents a positive and collaborative climate which is characterized by enthusiastic students, caring teachers, and involved parents. The students in grades 5 through 8 are challenged daily to meet the high expectations of a program that addresses both the cognitive and affective needs of the early adolescent. In addition to the State Core Content Standards, students are afforded the opportunity to explore multiple areas of interest through a selection of curriculum extension courses, extra curricular activities, and special offerings specific to each grade level. Among these are band, chorus, student council, yearbook, outdoor education, intramural and interscholastic sports, and academic, literary, and artistic competitions.

Charles DeWolf Middle School (continued)

Students are also exposed to the diversity of humanity through an extensive cultural arts program which is sponsored by the active support of the PTA.

Ideally, students who complete the middle school curriculum are resourceful individuals who are knowledgeable about, comfortable within, and responsive to the needs of our contemporary society.

Northern Valley Regional High School at Old Tappan

Administrative Offices

162 Knickerbocker Road, Box 270, Demarest, NJ 07627

Phone 201-784-1600

Dr. Geoffrey Gordon, *Interim Superintendent of Schools*

Dr. Bruce Sabitini, *Principal, NVRHS at Old Tappan*

Northern Valley Regional High School at Old Tappan is an award winning Blue Ribbon High School. Our high school is a comprehensive one featuring twelve areas of study. Students may choose from hundreds of courses, both required areas of study and from numerous elective courses.

Northern Valley Old Tappan is a technology rich school in which technology is embedded into the curriculum. A local area network provides voice, video and data throughout the District's buildings. All classrooms and offices have access to the Internet through this L.A.N. The technology coordinator provides training to the teaching staff, supervisors and administrators. This integration has recently won Northern Valley at Old Tappan Top Honors as one of the top 100 wired high schools in the nation, one of only 12 "large" schools nationwide.

An extensive in-house staff development program augments the instructional program providing the latest in research based staff development courses to the staff. District Supervisors of Instruction provide professional supervision and support to the teachers and administrators.

The co-curricular program is an extensive one featuring more than 40 clubs. Every possible student interest is accommodated through these activities. Our athletic program is comprehensive featuring 11 boys' sports and 13 girls' sports. Nearly 50% of the student body participates in athletics.

For more information about Northern Valley Regional High School at Old Tappan, visit the NVOT website at www.nvnet.org

Community Organizations

For Contact Information for these Community Organizations, see the “Community Organizations” page on the Borough website, www.oldtappan.net

Golden Age Club for Old Tappan

The Golden Age Club of Old Tappan is open to all senior residents of Old Tappan over the age of 55 years. Meetings are held on the first and third Thursday of every month at 12pm in the Firehouse meeting room using the entrance from Old Tappan Road. Nearby day trips are scheduled approximately once a month and annually members can take part in a week long travel trip to a distant destination. Seniors wishing to join may do so at any of the meetings.

Ladies Auxiliary of the Old Tappan Volunteer Fire Company

The Ladies Auxiliary is a volunteer organization made up of women 16 years of age or older who are either related to an Old Tappan Fire Department member or Ladies Auxiliary member, or are residents of Old Tappan. Their primary function is to assist emergency services with necessary refreshments when they respond to a fire or any other serious emergency. The Ladies Auxiliary also fundraises to provide donations for emergency service organizations. Meetings are held on the second Tuesday of each month at 7:30 pm in the Firehouse.

Old Tappan Lion’s Club

The Lions Club serves the community in many ways, but its primary focus is to help those who are blind. From coordinating an eyeglass recycling program to helping to maintain Camp Marcella, a recreation center for blind youth, the Lions Club is dedicated to supporting programs which help people with vision problems to lead fuller lives. The Lions Club is always looking for more eager citizens to offer their services.

Woman’s Club of Old Tappan

The Woman’s Club of Old Tappan was organized in 1960. The Woman’s Club is a non-political, non-sectarian, and non-profit organization whose objective is exclusively for charitable and educational purposes. Meetings are usually held on the third Tuesday of each month, September through May (excluding February), at 7pm in the Old Tappan Firehouse.

Northern Valley Police Athletic League

NVOT Parent-Teacher-Student Organization

Old Tappan Elementary Parent-Teacher Association (PTA)

Old Tappan Baseball/Softball Association

Old Tappan Boy Scout Troop # 132

Old Tappan Cub Scout Pack # 132

Old Tappan Girl Scouts

Places of Worship

Prince of Peace Lutheran Church

106 Orangeburgh Road
Rev. John C. Holliday - Pastor
3 Haring Drive
201-768-8691

St. Pius X Roman Catholic Church

268 Old Tappan Road
Rev. Marek Wysocki, Pastor
Deacons - Richard Hodges and John McKenna
Religious Education Center: 201-664-0927
Rectory: 201-664-0913

Trinity Reformed Church

292 Old Tappan Road
Kirsten Shepler-Ross - Pastor
201-664-5904
Services: 9:30 a.m. on Sundays

Presbyterian Church of Palisades

236 Old Tappan Road
Rev. Chong Hun Choi - Pastor
201-358-8383

Temple Emanuel of the Pascack Valley (Conservative)

87 Overlook Drive, Woodcliff Lake, NJ
Benjamin Shull - Rabbi
201-391-0801

Temple Beth El of Northern Valley (Reform)

221 Schraalenburgh Road Closter, NJ
Debra Hachen - Rabbi
Frederick S. Pomerantz - Rabbi Emeritus
201-768-5112

Transportation

Bus service in Old Tappan (to New York City) is provided by Red and Tan Bus Lines. For their schedule call 201-384-2400

New Jersey Transit train service to New York City leaves from Westwood and Hillsdale. For schedule information, call 1-800-772-2222 or visit their website at www.njtransit.com. The MTA Metro-North Railroad is just across the Tappan Zee Bridge in Tarrytown, New York (15 mile drive and 35 minute train trip). For their schedule, call 1-800-METRO-INFO or visit their website at www.mta.nyc.ny.us/mnr

For directions to the Borough Hall, see the General Information webpage of the Borough's website, www.oldtappan.net