

Borough of Old Tappan

**Bergen County
New Jersey**

RESIDENT HANDBOOK

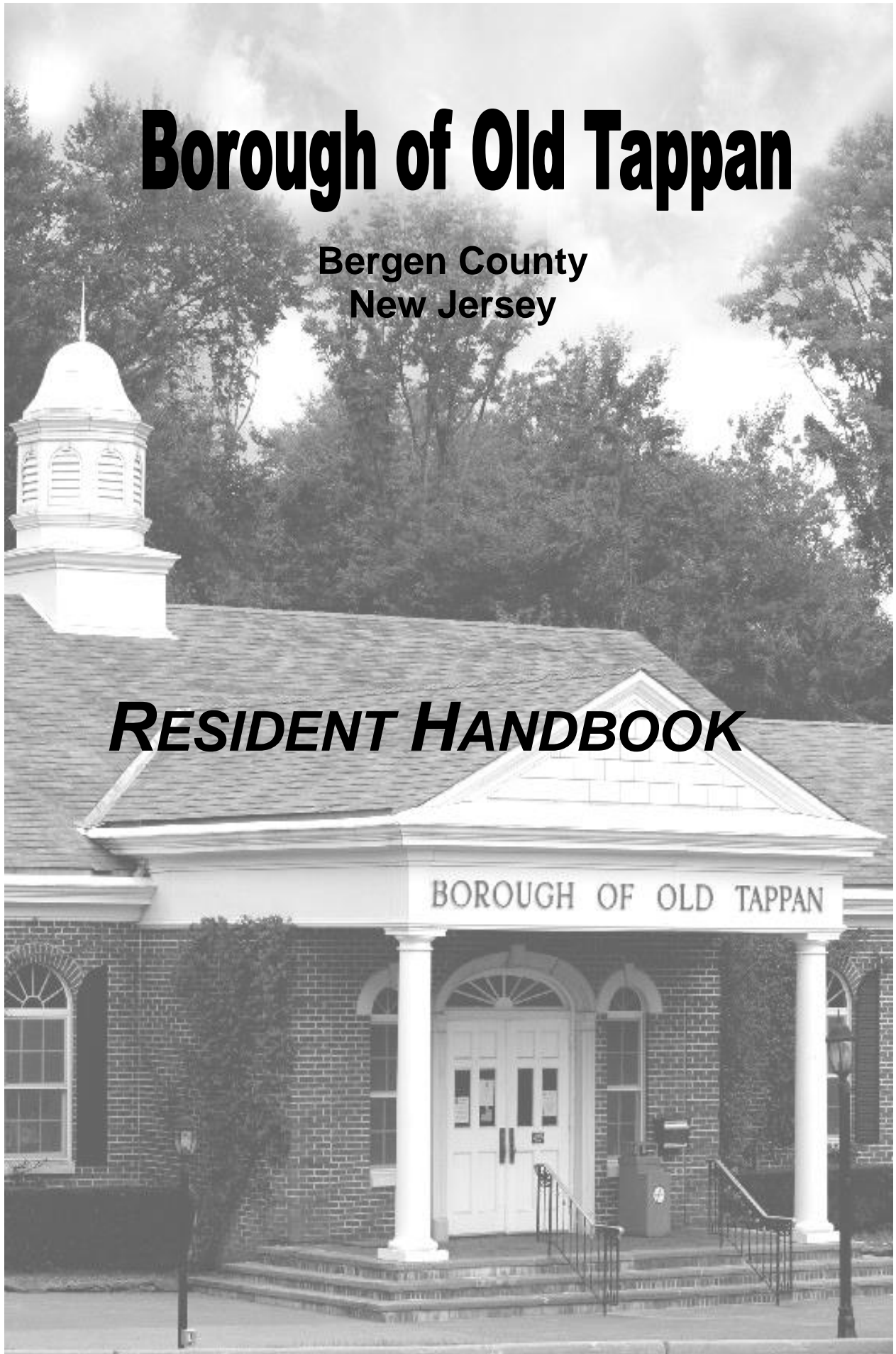


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MAYOR'S NOTE



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.

The Borough's sources of public information include:

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

Resident's Handbook - general reference information for all residents – can be found on our website

Borough Email – subscribe at [Borough of Old Tappan \(list-manage.com\)](http://Borough of Old Tappan (list-manage.com))

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

Calendar of events - is also located on our Borough Website

Facebook Page – www.facebook.com/OldTappan

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. There is a public's opportunity to speak at every meeting which is a forum for public participation on any issue not 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 fill out the Committee/Board Appointment Application on our website and email it to oldtappan@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:

Forms: Dog and cat license applications; Planning Board applications; Complaint forms; Public Records requests (OPRA), and many more.

News and Press Releases

Mayor and Council agendas and minutes

Borough Code On-line

Recently enacted and Pending ordinances

Webpages for Borough departments, Boards and Committees

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. Please E-mail your comments and suggestions to haverilla@oldtappan.net.

Questions/Concerns

If you have any problems, complaints, concerns, or questions, please fill out a Service Request/Issues Intake form on our website and email it to oldtappan@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/Registrar's office, see the Administrator/Clerk/Registrar 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.

- ***Borough Administrator / Registrar of Vital Statistics***
Anna Haverilla, CMR
201-664-1849 ext. 12
haverilla@oldtappan.net

The Borough Administrator is responsible for the day-to-day administration of the Borough and oversees all Borough employees. The Administrator is also the liaison between the Mayor and Council and all departments, boards and committees. The Registrar of Vital Statistics accepts and processes marriage license applications. The Registrar also issues certified copies of any Vital Statistics Record: marriage certificates, death certificates, and birth certificates.

- ***Borough Clerk***
Jean M. Donch, RMC
201-664-1849 ext. 11
jdonch@oldtappan.net

The Borough Clerk prepares Mayor and Council meeting agendas, maintains minutes and records, and is the chief election official.

- ***Admin Assistant / Board of Health Secretary***
Jo-Ann Forcellati.
201-664-1849 ext. 10
jforcellati@oldtappan.net
Hours: 8:30am – 1:30pm

The Administrative Assistant aids the Borough Administrator and Borough Clerk and can provide you with any information you may require. As Board of Health Secretary, she is the liaison to the Health provider the Borough is contracted with.

Voter Registration

The last day to register to vote in the General Election is 21 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 21 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.

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 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

The Borough's Chief Financial Officer is also the Certified Tax Collector, Treasurer, Sewer Utility Collector and Tax Search Officer. He/she is responsible for the overall financial operations of the Borough, including the municipal budget and tax collection. Additionally, he/she oversees the Borough's sewer utility operating budget.

Accounts Payable Clerk

Diane Frohlich
201-664-1849 ext. 14
ap@oldtappan.net

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

Deputy Tax Collector

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

Handles all the billing and collection of taxes as well as sewer flow charges and assessments. H/she also scans all checks remotely and assists the finance department with posting all revenue and deposits.

Accounting/Payroll Clerk

Laura Bonanno
201-664-1849 ext. 17
lbonanno@oldtappan.net

Responsible for the reconciliation of the Borough's bank accounts. He/she also handles the payroll for all Borough employees and 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 201-664-1849, ext. 15 or 16

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 oversees 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 3pm-5pm Fridays, or by appointment. To schedule an appointment or for general information, contact Deputy Tax Collector Toni Flyge 201-664-1849 ext. 16 or tflyge@oldtappan.net.

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.

*****IMPORTANT *** RABIES IS PRESENT IN WILD ANIMALS IN NEW JERSEY. IT IS VITAL THAT ALL DOGS AND CATS BE VACCINATED AND LICENSED.** If you have any questions, please contact the Board of Health Secretary at 201-664-1849 ext. 10

Owners who do not obtain the yearly license by the last day in February are subject to a late fee; \$5.00 for the first month and \$2.00 for each additional month that the license application is late.

Unlicensed pets are subject to fines up to \$75 per animal.

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.

POLICE DEPARTMENT

247 Old Tappan Road
Police Chief Joseph Tracy
201-664-1221
jtracy.otpd@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

MUNICIPAL COURT

Borough Hall
Court sessions - first Tuesday of each month at 4pm

- ***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).

OLD TAPPAN MUNICIPAL ALLIANCE COMMITTEE

For a Substance Free Old Tappan
227 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.

FIRE DEPARTMENT

231 Old Tappan Road
Contact: firechief@oldtappan.net

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

Evan Kutzin
201-664-1849 ext. 20
firemarshal@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)

FIRST AID CORPS

4 Russell Avenue
201-666-9030
Info@oldtappanems.org

The Old Tappan First Aid Corps, a 100% volunteer organization, is 501 (c) (3) non-profit ready to respond to emergencies 24 hours a day, seven days a week. The Corps does not bill for its services. The Corps provides free, compassionate, pre-hospital emergency care and transport. Its members undergo rigorous and continuous education and receive state sanctioned EMT recertifications every three years. Its members are trained to respond to medical emergencies, Behavioral emergencies, traumatic injuries, etc. the Corps does several community events, including CPR classes at the Old Tappan Library. The Corps is always looking for new members. The Corps covers the full cost of training and work with your schedule. If you are interested in volunteering, contact the Corps at info@oldtappan.org (preferred) or at the number listed above. For further information, see the 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, 12:45 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, all 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 contractor who is 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

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. **DO NOT place any items in plastic bags.**

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 9am-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. **DO NOT place any items in 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, tires, 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 any operating day. ID required.

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. Ordering is done online on our website. Maximum of two loads per household. If second form is submitted, you will have to wait until all other requests have been completed. Orders are accepted after April 15 and deliveries begin after May 1st.

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

Construction Official

Robert Rusch
201-664-1849 ext. 20
brusch@oldtappan.net

Mon. 10:45am-2:15pm
Tue. 7am-10am
Wed. 10:45am-12:15pm
Thur. 7am-9am
Fri. 12:30pm-2pm

Technical Assistant

Liz Stass
201-664-1849 ext. 19
estass@oldtappan.net

Window Hours: 9:15am-1pm Monday through Friday

The Building Department issues permits to ensure that all Borough construction is done in accordance with the New Jersey State Uniform Construction Code and zoning ordinances. 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 providing the project falls under the guidelines of the U.C.C.

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

For assistance or to schedule an inspection, contact Technical Assistant Liz Stass.

ZONING OFFICER

Borough Hall
Fax - 201-664-1048

Zoning Officer

Robert Rusch
201-664-1849 ext. 21
zoning@oldtappan.net
Hours: Call for Appointment

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 complies with all provisions of the Borough's zoning ordinances.

PLANNING BOARD

Borough Hall

Land Use Secretary

Diane Frohlich
201-664-1849 ext 22
landuse@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 forms see the Planning Board page on the Borough's website (www.oldtappan.net).

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

ENVIRONMENTAL COMMISSION

Borough Hall

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.

THE GREEN TEAM

Borough Hall

The Green Team meetings are held immediately after the Environmental Commission on the third Tuesday of each month in the Borough Hall conference room. All meetings are open to the public.

SHADE TREE ADVISORY COMMITTEE

Borough Hall
201-664-4438 (DPW)
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).

ARTS AND ENTERTAINMENT COMMITTEE

Borough Hall

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, concerts, events and such other activities as may be approved from time to time by the Mayor and Council.

RECREATION COMMISSION

Borough Hall

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 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 first 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)

SENIOR CITIZENS' ADVISORY COMMITTEE

Old Tappan Senior Center
247 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 page 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.

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 DeWolf Inn (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. 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 are not issued each year.

New registrations are accepted at the Golf Course only. Contact Doug Meeks at 201-767-1199, if you should have any questions. Information is also available on the Golf Course webpage.

ANIMAL CONTROL OFFICER

Animal Control Officer

Ronald Binaghi Jr.
Binaghi@oldtappan.net

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.

AFFORDABLE HOUSING AGENCY

OldTappan@HousingQuest.com

Piazza & Associates is now the Affordable Housing Administrators for the Borough of Old Tappan. If you are interested in applying to purchase or rent an affordable home in the Borough of Old Tappan, please visit the Affordable Housing page on the town website or for information about the affordable housing program in the Borough of Old Tappan, contact Piazza & Associates, at 609-786-1100 ext. 300, or email at OldTappan@HousingQuest.com.

Piazza & Associates, Inc.
216 Rockingham Row, Princeton Forrestal Village, Princeton, NJ 08540

BOARD OF HEALTH

Borough Hall

Health Officer

Bergen County Department of Health Services
One Bergen County Plaza • 4th Floor • Hackensack, NJ 07601-7076
Phone: 201-634-2600 • Fax: 201-336-6086
Health & Safety Hotline: 201-225-7000
Email: healthdept@co.bergen.nj.us

Health Secretary

Jo-Ann Forcellati.
201-664-1849 ext. 10
jforcellati@oldtappan.net
Hours: 8:30am – 1:30pm

The Board of Health annually contracts with the Bergen County Dept of Health Services to act as the Borough's health officer and provide a variety of health-related services. For any inquiries or complaints please contact the Duty Officer at 201-634-2730

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 also assures that Borough ordinances intended to guarantee healthy living circumstances in Old Tappan are respected. 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 7:30 pm in the conference room at Borough Hall. Please see the Borough calendar for specific dates and times. All meetings are open to the public.

SOCIAL SERVICES

Borough Hall

SocialServices@oldtappan.net

Director of Social Services

Jo-Ann Forcellati
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, and welfare 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)

OLD TAPPAN PUBLIC LIBRARY

56 Russell Avenue
Phone 201-664-3499
Fax: 201-664-5999
www.oldtappanlibrary.com

The Old Tappan Public Library operates as an association library, which is an independent, non-profit organization. The library collection consists of approximately 57,000 items and includes books, DVDs, music CDs, audio books and magazines. In addition, there are free downloadable e-books through www.oldtappanlibrary.com. 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 77 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.

September through June

Monday, Tuesday, Thursday	9am-9pm
Wednesday and Friday	9am-5pm
Saturday	9am-1pm
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

Kathleen Boyce, 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

Danielle Da Giau,, Acting 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.

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

James Santana, Superintendent of Schools ***Dr. Bruce Sabatini, 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

Senior Social Society of Old Tappan

The Senior Social Society 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 Senior Center on Old Tappan Road. Nearby day trips are scheduled approximately once a month and annually members can take part in a weeklong travel trip to a distant destination. Seniors wishing to join may do so at any of the meetings.

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.

NVOT Parent-Teacher-Student Organization

Old Tappan Elementary Parent-Teacher Organization (PTO)

Old Tappan Baseball/Softball Association

Old Tappan Boy Scout Troop # 132

Old Tappan Cub Scout Pack # 132

Old Tappan Girl Scouts

TRANSPORTATION

Bus service in Old Tappan (to New York City) is provided by NJ Transit.

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

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
Father Kevin Kilgore, Pastor
Deacon - 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

Temple Emanuel of the Pascack Valley (Conservative)

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