

COMMISSIONERS REGULAR MEETING AGENDA
RIDGEFIELD PARK
January 28, 2025
7:30 PM

Mayor MacNeill announces that this meeting is being held in accordance with the “Open Public Meeting Act, N.J.S.A. 10:4-6 et seq.” notice of which was sent to the Record and the Star Ledger on December 31, 2024 and was posted on the Municipal Bulletin Board and the Village Website.

This agenda is listed as a courtesy and attempt to inform the public of actions being considered by the Village Board of Commissioners. There may be additions and deletions prior to the Board taking final action. Any action may be taken at any meeting, which includes all Caucus and Regular sessions. The Commissioners reserve the right to conduct and/or attend any meetings presently scheduled for the rest of 2025 by a combination of electronic and/or in-person means. Meetings are open to the public.

ROLL CALL

FLAG SALUTE

APPROVAL OF MINUTES

Commissioners Regular Meeting of January 14, 2025

CORRESPONDENCE

Ridgefield Park Fire Department Truck Co. No. 1 – New Member
Ridgefield Park Fire Department Truck Co. No. 2 – New Member
Ridgefield Park Fire Department Truck Co. No. 1 – Resignation
Ridgefield Park Fire Department Truck Co. No. 1 - Removal from Fire Company Roster

COMMISSIONER REPORTS

HEARING OF CITIZENS

NEW BUSINESS

Mayor MacNeill announces that the following business is considered to be routine in nature and will be enacted in one motion. Any item may be removed for separate consideration.

RESOLUTIONS:

- 2025-13 Approve 2024 Corrective Action Plan
- 2025-14 Authorize Police Department to Participate in the Defense Logistics Agency, Law Enforcement Support Office, 1033 Program
- 2025-15 Authorize Emergency Purchase
- 2025-16 Authorize Agreement for Public Health Services with the Borough of Ridgefield
- 2025-17 Appoint Planning Board Members
- 2025-18 Appoint Zoning Board of Adjustment Members
- 2025-19 Appoint Sustainable Ridgefield Park Member
- 2025-20 Award Contract for Website and Social Media Consulting Services

ORDINANCE INTRODUCTIONS

- 2025-03 AN ORDINANCE AMENDING CHAPTER 225 OF THE VILLAGE CODE ENTITLED “HOUSING STANDARDS”

2025-04 AN ORDINANCE OF THE VILLAGE OF RIDGEFIELD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY, AMENDING CHAPTER 362 OF THE VILLAGE CODE, ENTITLED "TOWING AND STORAGE"

2025-05 ORDINANCE PROVIDING FOR THE APPROPRIATION OF \$200,000.00 (TWO HUNDRED THOUSAND DOLLARS) WHICH SUM REPRESENTS THE BALANCE OF FUNDS IN A GRANT RECEIVED FROM THE STATE OF NEW JERSEY FOR VARIOUS PROJECTS IN THE VILLAGE OF RIDGEFIELD PARK, IN THE COUNTY OF BERGEN, NEW JERSEY, AND APPROPRIATING \$200,000.00 FROM THE SPECIAL LEGISLATIVE GRANT TO BE INCLUDED IN THE GENERAL CAPITAL FUND RESERVE(S) FOR CAPITAL IMPROVEMENTS OF THE VILLAGE

ORDINANCE PUBLIC HEARING & ADOPTION

2025-01 ORDINANCE FIXING COMPENSATION OF OFFICERS & EMPLOYEES OF THE VILLAGE OF RIDGEFIELD PARK FOR THE YEAR 2025

CLOSED SESSION (if necessary)

2025-21 Authorize Closed Session Meeting

ADJOURNMENT

Resolution 2025-13

Corrective Action Plan -2024

WHEREAS, the Village of Ridgefield Park has received the Independent Financial Audit for the Year Ending December 31, 2023; and

WHEREAS, the Audit noted three recommendations that require action by the Village that corrects the findings in the next Fiscal Period; and

WHEREAS, the Corrective Action Plan is attached to this Resolution and will be forwarded to the Division of Local Government Services in accordance with the Guidelines of their Office;

NOW, THEREFORE BE IT RESOLVED, the Corrective Action Plan has been accepted by the Board of Commissioners of the Village of Ridgefield Park and will be remitted to the Division of Local Government Services.

CORRECTIVE ACTION PLAN 2024 FOR 2023 AUDIT

Village of Ridgefield Park

County of Bergen

Recommendation 1: All eligible employees be enrolled in DCRP

- B. Analysis: There is one employee who was not enrolled who possibly should be.
- C. Corrective Action: All employees are currently enrolled.
- D. Implementation Date: Complete

Recommendation 2: In some instances, outside offices' cash receipt ledgers are not being properly maintained.

- B. Analysis: The Registrar's book has not been reconciled.
- C. Corrective Action: The cash book procedures will be reviewed. Entries will be reconciled back to Jan 1. Documentation will be written reviewed and signed off on by staff and Commissioner. All will be in place by month end January 2025.
- D. Implementation Date: December 2024

Recommendation 3. In some instances, outside offices are not turning over cash receipts to the finance department within 48 hours of being received.

- B. Analysis: Fire Prevention has not been turning over cash receipts in a timely fashion.
- C. Corrective Action: Cash receipting policies are being reviewed. Documentation will be written reviewed and signed off on by staff and Commissioner. All will be in place by month January 2025.
- D. Implementation Date: December 2024

Resolution 2025-14

**RESOLUTION AUTHORIZING THE VILLAGE OF RIDGEFIELD PARK POLICE
DEPARTMENT TO PARTICIPATE IN THE DEFENSE LOGISTICS AGENCY, LAW
ENFORCEMENT SUPPORT OFFICE, 1033 PROGRAM TO ENABLE THE
RIDGEFIELD PARK POLICE DEPARTMENT TO REQUEST AND ACQUIRE
EXCESS DEPARTMENT OF DEFENSE EQUIPMENT**

WHEREAS, the United States Congress authorized the Defense Logistics Agency (DLA) Law Enforcement Support Office (LESO) 1033 Program to make use of excess Department of Defense personal property by making that personal property available to municipal, county and State law enforcement agencies (LEAs); and

WHEREAS, DLA rules mandate that all equipment acquired through the 1033 Program remain under the control of the requesting LEA; and

WHEREAS, participation in the 1033 Program allows municipal and county LEAs to obtain property they might not otherwise be able to afford in order to enhance community preparedness, response, and resiliency; and

WHEREAS, although property is provided through the 1033 Program at no cost to municipal and county LEAs, these entities are responsible for the costs associated with delivery, maintenance, fueling, and upkeep of the property, and for specialized training on the operation of any acquired property; and

WHEREAS, N.J.S.A. 40A:5-30.2 requires that the governing body of the municipality or county approve, by a majority of the full membership, both enrollment in, and the acquisition of any property through, the 1033 Program; and

NOW THEREFORE BE IT RESOLVED by the **Board of Commissioners of the Village of Ridgefield Park** that the **Ridgefield Park Police Department** is hereby authorized to enroll in the 1033 Program for no more than a one-year period, with authorization to participate terminating on December 31 of the calendar year from January 1, 2025 to December 31, 2025.

NOW THEREFORE BE IT FURTHER RESOLVED that the **Ridgefield Park Police Department** is hereby authorized to acquire items of non-controlled property designated "DEMIL A," which may include office supplies, office furniture, computers, electronic equipment, generators, field packs, non-military vehicles, clothing, traffic and transit signal systems, exercise equipment, farming and moving equipment, storage devices and containers, tools, medical and first aid equipment and supplies, personal protection equipment and supplies,

construction materials, lighting supplies, beds and sleeping mats, wet and cold weather equipment and supplies, respirators, binoculars, and any other supplies or equipment of a non-military nature identified by the LEA, if it shall become available in the period of time for which this resolution authorizes, based on the needs of the **Ridgefield Park Police Department** without restriction; and

BE IT FURTHER RESOLVED that the **Ridgefield Park Police Department** is hereby authorized to acquire the following “DEMIL B through Q” property, if it shall become available in the period of time for which this resolution authorizes.

BE IT FURTHER RESOLVED that the “DEMIL B through Q” controlled 3-page property list in its entirety is hereby approved and hereto attached to this resolution.

BE IT FURTHER RESOLVED that the **Ridgefield Park Police Department** shall develop and implement a full training plan and policy for the maintenance and use of the acquired property; and

BE IT FURTHER RESOLVED that the **Ridgefield Park Police Department** shall provide a quarterly accounting of all property obtained through the 1033 Program which shall be available to the public upon request; and

BE IT FURTHER RESOLVED that this resolution shall take effect immediately and shall be valid to authorize requests to acquire “DEMIL A” property and “DEMIL B through Q” property that may be made available through the 1033 Program during the period of time for which this resolution authorizes; with Program participation and all property request authorization terminating on December 31st of the calendar year from January 1, 2025 to December 31, 2025.

Resolution 2025-15

**RESOLUTION OF THE VILLAGE OF RIDGEFIELD PARK, COUNTY OF BERGEN,
STATE OF NEW JERSEY. AUTHORIZING EMERGENCY PURCHASE**

WHEREAS, an emergency has arisen with respect to the need to replace the fuel pedestal at the Department of Public Works; and

WHEREAS, there are operational issues daily and the fuel pedestal cannot be repaired as the parts are no longer available; and

WHEREAS, the fuel system is utilized by the Ridgefield Park DPW, Police, Emergency Services, Ridgefield Park School District and the Borough of Bogota.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Commissioners of the Village of Ridgefield the recommendation to purchase a replacement Gasboy Islander Prime (Fuel Management System) with New Pedestal from Fairfield Maintenance under NJ State Contract #T0849

Resolution 2025-16

BE IT RESOLVED that the Ridgefield Park Board of Commissioners hereby authorizes the agreement with the Borough of Ridgefield for health services of a technical and professional nature as specified in the contract as Immunizations and Child Health Conferences.

BE IT FURTHER RESOLVED that the agreement is set forth as follows:

January 1, 2025 through December 31, 2025 with a \$500 administrative fee and a \$40 fee per vaccination/visit.

Resolution 2025-17

BE IT RESOLVED that the Board of Commissioners hereby makes the following appointments to the Ridgefield Park Planning Board:

Stephen Quinn, Regular Member, term expiring December 31, 2028

Jenny Schmitt, Regular Member, term expiring December 31, 2028

Resolution 2025-18

BE IT RESOLVED that the Board of Commissioners hereby makes the following appointments to the Ridgefield Park Zoning Board of Adjustment with four-year terms expiring December 31, 2028:

Michael Alberque
William Orth

Resolution 2025-19

BE IT RESOLVED that the Board of Commissioners appointed Leslie Olson as a Regular Member of Sustainable Ridgefield Park with the term expiring December 31, 2027 on January 14, 2024; and

BE IT RESOLVED that Leslie Olson would like to change her member status from Regular Member to Associate Member.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby appoints Leslie Olson as an Associate Members of Sustainable Ridgefield Park with term expiring December 31, 2025.

**A Resolution Awarding Contracts
for Website and Social Media Consulting Services**

WHEREAS, the Village of Ridgefield Park has a need for Website and Media Services; and

WHEREAS, it was determined that a contract should be awarded to Mazzway Photos as Social Media Consultant, price and other factors considered; and

WHEREAS, the price of said contract is \$2,000 per month for a period of twelve (12) months, effective January 1, 2025 through December 31, 2025, which shall include all travel, postage, and telephone charges; and

WHEREAS, it was determined that a contract should be awarded to Mirth & Joy LLC as Social Media Manager, price and other factors considered; and

WHEREAS, the price of said contract is \$3,650 per month for a period of twelve (12) months, effective January 1, 2025 through December 31, 2025, which shall include all travel, postage, and telephone charges; and

WHEREAS, these contracts are being awarded pursuant to the “alternative process” set forth in N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, Stephen Mazella has completed and submitted a Business Entity Disclosure Certification which certifies that neither he nor Mazzway Photos has not made any reportable contributions to a political candidate or candidate committee in the Village of Ridgefield Park in the previous one year, and that the contract will prohibit these persons and entities from making any reportable contributions through the term of the contract; and

WHEREAS, Michelle DeLuca has completed and submitted a Business Entity Disclosure Certification which certifies that neither she nor Mirth & Joy LLC has not made any reportable contributions to a political candidate or candidate committee in the Village of Ridgefield Park in the previous one year, and that the contract will prohibit these persons and entities from making any reportable contributions through the term of the contract; and

WHEREAS, the Village Chief Financial Officer has certified that funds have been appropriated and are available for this purpose in account number 01-2010-20-1452-100.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Village of Ridgefield Park as follows:

1. The Recitals above are incorporated as if set forth herein at length.
2. Contracts are hereby awarded to Mazzway Photos, LLC and Mirth & Joy, LLC as set forth above for Website and Social Media Services.
3. The Mayor (or Commissioner-in-Charge) and the Village Clerk are hereby directed, authorized, and empowered to execute contracts with Mazzway Photos, LLC and Mirth & Joy, LLC in a form satisfactory to the Village Attorney and to take all steps reasonably necessary to effectuate the provisions and purposes of this Resolution.

**VILLAGE OF RIDGEFIELD PARK
COUNTY OF BERGEN, NEW JERSEY**

ORDINANCE NO. 2025-01

**ORDINANCE FIXING COMPENSATION OF OFFICERS & EMPLOYEES
OF THE VILLAGE OF RIDGEFIELD PARK
FOR THE YEAR 2025**

BE IT ORDAINED by the Board of Commissioners of the Village of Ridgefield Park, New Jersey:

1. The salary or compensation to be paid for the year 2025 to the officers and employees of the Village holding office positions or employment described in Part 3 hereof be, and the same hereby, is fixed at the sum set opposite such office, position or employment.
2. Where the salary or compensation of any of the officers or employees of the Village holding any of the offices, positions or employment as hereinafter set forth in Part 3 represents a 2.50% - 3.50% increase in base salary over that paid in 2024, such increase may by ordinance be revoked in whole or in part at any time in accordance w/with applicable statutes and laws of the State of New Jersey:

	<u>BASE SALARY</u>
3. Mayor _____	10,000.00 - 20,000.00
Commissioner of Parks & Public Property _____	10,000.00 - 20,000.00
Commissioner of Revenue & Finance _____	10,000.00 - 20,000.00
Commissioner of Public Affairs _____	10,000.00 - 20,000.00
Commissioner of Public Works _____	10,000.00 - 20,000.00
 Village Clerk _____	 90,000.00 - 130,000.00
 Chief Financial Officer/Collector of Taxes/QPA _____	 50,000.00 - 90,000.00
 Finance Asst./Deputy Registrar/Secretary Pool Commission/COAH _____	 30,000.00 - 75,000.00
Finance Clerk _____	30,000.00 - 55,000.00
Payroll/Finance Clerk _____	30,000.00 - 85,000.00
Project Administrator _____	10,000.00 - 15,000.00
 Assessor _____	 25,000.00 - 55,000.00
Secretary/Clerk, Office of Assessor _____	30,000.00 - 65,000.00
 Welfare Director/Registrar/Secretary Bd of Health/Rent Board (P/T) _____	 35,000.00 - 55,000.00
Sanitarian _____	20,000.00 - 42,000.00
Clerk Board of Health (P/T) _____	Per Hour \$15-\$30
 Construction Official/Building Sub-Code Official _____	 65,000.00 - 154,000.00
	+ inspections
Building Department Technical Asst/Secretary Land Use _____	35,000.00 - 71,500.00
Building Department Technical Assistant (P/T) _____	Per Hour \$15-\$25
Zoning Officer _____	6,000.00 - 27,500.00
Plumbing Sub-Code Official _____	8,000.00 - 27,500.00
Bldg Dept Technical Assistant/Inspector (P/T) _____	25,000.00 - 45,000.00
	+ inspections
Sub Code Official _____	10,000.00 - 23,000.00
Property Maintenance Inspector _____	6,000.00 - 16,500.00
Electrical Inspector _____	10,000.00 - 27,500.00
Housing Inspector _____	25.00 Per Inspection

Emergency Management Coordinator	3,000.00 - 7,000.00
Fire Official	18,000.00 - 30,000.00
Fire Prevention/OEM Clerk	25,000.00 - 66,000.00
Fire Inspector	Per Hour \$20 - \$31
Municipal Judge	20,000.00 - 44,000.00
Village Prosecutor	10,000.00 - 22,000.00
Public Defender	7,500.00 - 15,400.00
Court Administrator	54,000.00 - 90,000.00
Deputy Court Administrator	40,000.00 - 70,000.00
Violations Clerk	40,000.00 - 65,000.00
Part Time Violations Clerk	Per Hour \$15-\$22

Secretary COAH/Board of Recreation/Environmental Commission/Historic Preservation Commission/Sustainable RP, Arts	30,000.00 - 50,000.00
Secretary Beautification Committee	3,000.00 - 6,000.00

Police Chief	190,000.00 - 235,000.00
Police Captain	175,000.00 - 220,000.00
Police Lieutenant	165,000.00 - 200,000.00
Police Sergeant	130,000.00 - 170,000.00
Patrolman	45,000.00 - 160,000.00
Police Utility Man	42,000.00 - 80,000.00
Police Records Clerk	35,000.00 - 66,000.00
Police Dispatcher	43,000.00 - 66,000.00
Per Diem Police Dispatcher	Per Hour \$25 - \$38
School Crossing Guard	Per Hour \$15 - \$30
P/T Parking Enforcement Officer	Per Hour \$15 - \$25

DPW Superintendent/Recycling, Safety Coordinator	115,000.00 - 209,000.00
DPW Assistant Superintendent	95,000.00 - 176,000.00
DPW Laborers	Per Hour \$22 - \$60
DPW Clerk/Safety Webinar/Secretary Planning/Zoning STC Sec'y	40,000.00 - 100,000.00
P/T Recycling/Parks Attendant	Per Hour \$15 - \$22
P/T Sewer Consultant	15,000.00 - 22,000.00

P/T Admin. Office Assistance/Seasonal Employees Per Hour \$12 - \$35

Library:	
Director	60,000.00 - 110,000.00
Reference/YA Librarian	44,000.00 - 65,000.00
Head of Children's Services	44,000.00 - 73,000.00
Children's Library Assistant	30,000.00 - 50,000.00
Head of Circulation /Pool Commission Sec'y	35,000.00 - 75,000.00
Administrative Asst.	30,000.00 - 70,000.00
P/T Library Assistants / Custodian	Per Hour \$14 - \$30
Historic Coordinator	Per Hour \$18 - \$24

4. Full-time employees hired prior to the adoption of the 2013 Salary Ordinance (October 22, 2013) shall continue to receive longevity pay as follows – 1% of their yearly base salary per three (3) years of completed service. Time shall be computed from the day of employment. The maximum longevity payment shall not exceed seven (7) per cent. Any employee hired after October 22, 2013 shall not be eligible for longevity pay.
5. Overtime pay will be paid to such full-time employees as authorized by the Mayor and/or Commissioners at the respective employee's straight time rate of pay for up to 40 hours per week and the rate of time and one half for hours worked above 40 per week.
6. Annual Police Department Stipends are as follows:
Detectives: \$1,200.00
Traffic: \$1,200.00
Range: \$1,200.00
Tac: \$1,200.00

This ordinance shall take effect upon final passage and shall be effective to January 1, 2025.