

**COMMISSIONERS CAUCUS MEETING MINUTES**  
**RIDGEFIELD PARK**  
**April 17, 2025**  
**7:00 PM**

Mayor MacNeill announced 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**

Those present were Commissioners Anlian (7:03PM), Gerken, Portorreal and Mayor MacNeill in the chair.

Absent: Commissioner Mirza

Also, present: Philip Boggia and Chris Chapman, Village Attorney; Joe Rella, Chief of Police, Rich Flynn, DPW Asst. Superintendent, Vincent Buono, CFO and Tara O’Grady, Village Clerk.

**APPROVAL OF MINUTES**

Motion by Commissioner Portorreal, seconded by Mayor MacNeill to approve the minutes of the Commissioners Caucus Meeting of April 3, 2025.

On roll call, Commissioners Portorreal and Mayor MacNeill voted “YEA”.

Abstain: Commissioner Gerken

Absent: Commissioners Anlian, Mirza

**CORRESPONDENCE**

04-03 Derek Sands, County of Bergen – Bergen County Care Fair - Informational

04-04 NJDEP Weekly Update - Informational

04-05 Derek Sands, County of Bergen – Bergen 250 Revolutionary Roundtable Continues - Informational

04-06 Charter Communications – Upgrade to Spectrum’s Cable TV and Broadband Internet Network - Informational

04-07 Derek Sands, County of Bergen – Armenian Genocide Remembrance Day - Informational

04-08 NJLM Weekly Roundup - Informational

04-09 NJLM Weekly Roundup - Informational

04-10 Derek Sands, County of Bergen – Bergen County Baby Shower – Informational

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**CORRESPONDENCE – cont.**

04-11 Derek Sands, County of Bergen – Israel’s Day of Remembrance - Informational

04-12 NJDEP Weekly Update - Informational

04-13 Environmental Commission – Lens on the Preserve: Student Photography Awards - Informational

**HEARING OF CITIZENS**

No citizens present.

**NEW BUSINESS**

**BUDGET RESOLUTION:**

2025-44 Introduction of CY2025 Budget

Motion by Commissioner Gerken, seconded by Commissioner Anlian, that Resolution 2025-44 be approved.

On roll call, Commissioners Anlian, Gerken, Portorreal and Mayor MacNeill voted “YEA”.

Absent: Commissioner Mirza

**REPORTS**

**CFO Vince Buono** distributed a user manual for the purchasing process for departments. This manual is based on the Local Public Contracts Law. Small purchases under \$6,600 are fine. Purchases between \$6,600 - \$17,500 need 2 quotes. Any purchases over \$17,500, contact the purchasing department. The bid threshold is \$44,000. Contracts can not be split. A requisition is needed before purchasing. A purchase order type will be an added feature in the Munidex program. Descriptions are needed in the requisition. Mr. Buono will conduct a meeting with department heads to review this process.

**Commissioner Gerken** advised the Police Communications System grant application has been submitted to Booker, Kim and Gottheimer. Since there has been so many applications, there is a 15-minute interview process.

The DPW phones and internet need to be upgraded as well as WIFI on the 3<sup>rd</sup> floor of the Municipal Building.

The CSO work is progressing.

Veterans Park LOI work is progressing - 8 test pits will be made to test the water level.

Suburban’s proposal for the IGA lot looks high.

Village Gardeners will be replacing the plants in the planters.

**Commissioner Portorreal** advised the Ambulance Corps. will be rescheduling their attendance at a Caucus meeting. Contracts have been requested from Holy Name and Hackensack Hospitals.

The pool open houses are 5/3 10am-2pm and 5/14 6:30pm-7:30pm. Two candidates for the Assistant Pool Manager have been interviewed. A DJ has been hired for the Sunset Party.

The Adult Egg Hunt took place 4/12 – indoors due to the weather.

April 19 is the kid’s egg hunt at Veterans Park.

There will be no extended program for Summer Recreation.

Paper Shredding and Hard Plastics recycling is 4/19.

5/16 is the second round of the Sust. Jersey silver certification process.

No Mow May begins 5/1.

Earth Day – 6/14.

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**Mayor MacNeill** stated he attended the Student Spotlight Tuesday night at the High School. It was very impressive and the students were well-prepared. He is meeting with Gulshan and Vince Buono to discuss Gulshan's property. He believes the state may want to unload the property. Samsung is leaving and 85 Challenger filed a tax appeal.

At this time, Vince Buono left the meeting.

**Clerk O'Grady** advised that since the Primary date has been changed from June 3<sup>rd</sup> to June 10<sup>th</sup>, the budget public hearing and adoption will be changed to June 19<sup>th</sup>. The owner of the Delta gas station on Rte. 46/Main Street stopped in and is looking to perhaps sell the property to the Village. She will attend a future Board of Commissioners meeting. The residents on Orchard Street may be petitioning to the Commissioners to pave their street. Clerk O'Grady will be on vacation April 28<sup>th</sup> – May 5<sup>th</sup>.

**Asst. Superintendent Flynn** advised Veterans Park bathrooms are covered with mold. 1 estimate has been received to remediate - \$7,200 from AOA. Waiting on an estimate from Serve-Pro. Start date for the Municipal Building steps is April 28<sup>th</sup>. Met with Joe Dunne about the Birch Street flooding issue – nothing could be done right now; too flooded. Fellowship Park – won't be done until after July 4<sup>th</sup>. Hunter Park – construction ready to go. Brewster Park is almost done.

**Chief Rella** stated May 1 and May 2 is the police accreditation – 4<sup>th</sup> one. 9 applicants for the open police position – interviews took place. Bilow contract takes about 4 weeks for the renovations downstairs.

**Attorney Boggia** stated the contracts are ready to go for Park Street & Webster Parking Lot.

### **CLOSED SESSION**

Resolution:

2025-45 Authorize Closed Session Meeting

On a motion by Commissioner Anlian, seconded by Commissioner Portorreal, the public portion of the meeting recessed in order to convene a Closed Session Executive Meeting permitted pursuant to N.J.S.A. 10:4-12b (7, 9) Contract Negotiations, Personnel

On roll call, Commissioners Anlian, Gerken, Portorreal and Mayor MacNeill voted "YEA".  
Absent: Commissioner Mirza

The Board of Commissioners convened closed session at 8:40 p.m.

On a motion by Commissioner Anlian, seconded by Commissioner Portorreal, the Board of Commissioners returned to open session at 9:07 p.m.

### **ADJOURNMENT**

Motion by Commissioner Gerken, seconded by Commissioner Anlian to adjourn.

On roll call, Commissioners Anlian, Gerken, Portorreal and Mayor MacNeill voted "YEA".  
Absent: Commissioner Mirza

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Mayor MacNeill adjourned the meeting at 9:07 p.m.

/s/ John H. Anlian \_\_\_\_\_  
Commissioner

/s/ William G. Gerken \_\_\_\_\_  
Commissioner

Abstain \_\_\_\_\_  
Commissioner Mirza

/s/ Wanda C. Portorreal \_\_\_\_\_  
Commissioner

/s/ Adam MacNeill \_\_\_\_\_  
Mayor

/s/ Tara O’Grady \_\_\_\_\_  
Village Clerk

Approved on April 17, 2025