

## **Resolution 2021-01**

**WHEREAS**, The Village of Ridgefield Park has determined that certain budget lines require additional funds to meet the necessary expenses of various Departments; and

**WHEREAS**, the Division of Local Government Services within the provisions of N.J.S.A. 40A:4-58 allows for the transfer of appropriations;

**NOW, THEREFORE BE IT RESOLVED**, that the proper officers are hereby authorized and instructed to make the attached Budget Transfers for Year 2020 subject to revisions based on the final payroll from appropriations which have excess funds within the provisions of N.J.S.A. 40A:4-58.

Account	Account	From	To
PLANNING BOARD SW	01-2010-21-1801-002	381.53	-
C M F O SW	01-2010-20-1301-002	1,113.23	-
REVISION OF ORDINANCES	01-2010-20-1022-136	1,729.93	-
CODIFICATION OF ORDINANCES O/E	01-2010-20-1012-036	2,805.00	-
ELECTION SW	01-2010-20-1201-002	4,080.00	-
NEW ORDINANCES	01-2010-20-1582-027	4,803.09	-
LAND USE S/W	01-2010-21-1861-003	14,879.75	-
ELECTION	01-2010-20-1202-037	15,006.89	-
MEADOWLANDS DEVELOP	01-2010-20-1572-027	15,144.00	-
DEFENSE OF TAX APPEALS	01-2010-20-1590-027	29,034.55	-
CONSTRUCTION OFFICIAL	01-2010-22-1962-128	44,210.35	-
LABOR NEGOTIATIONS	01-2010-20-1570-027	47,912.00	-
REVENUE & FINANCE S/W	01-2010-20-1451-007	54,731.64	-
VILLAGE CLERK OFFICE O/E	01-2010-20-1212-132	91,749.48	-
GROUP INSURANCE PLANS	01-2010-23-2202-101	174,656.25	-
RENT CONTROL SW	01-2010-21-1901-001		12.63
ZONING BOARD SW	01-2010-21-1851-002		169.90
ASSESSOR SW	01-2010-20-1501-002		243.62
WELFARE - SW	01-2010-27-3451-001		399.96
UNIFORM FIRE SAFETY SW	01-2010-25-2661-004		991.24
VILLAGE CLERK'S OFFICE SW	01-2010-20-1211-001		1,143.55
BOARD OF COMMISSISONERS	01-2010-20-1101-001		1,611.19
LIBRARY O/E	01-2010-29-3902-155		1,762.61
BOARD OF HEALTH O/E	01-2010-27-3302-106		3,597.66
LEGAL SERVICES & COSTS S/W	01-2010-20-1551-001		4,012.86
SPECIAL CONSULTANT	01-2010-21-1803-028		7,712.50
CITIZEN ADVISORY S/W	01-2010-21-4251-100		8,184.11
FIRE DEPT O/E	01-2010-25-2652-158		10,317.37
SANITARY LANDFILL FEES	01-2010-32-4652-029		12,615.71
ENGINEERING O/E	01-2010-20-1652-076		18,792.14
CONSTRUCTION OFFICIAL S/W	01-2010-22-1951-012		26,053.35
BCUA	01-2010-31-4552-139		33,578.96
LEGAL SERVICES & COSTS O/E	01-2010-20-1552-036		108,788.36
Worker Comp Insurance	01-2010-23-2322-101		262,249.97
Totals		502,237.69	502,237.69

**Resolution 2021-02**

**Corrective Action Plan -2020**

**WHEREAS**, the Village of Ridgefield Park has received the Independent Financial Audit for the Year Ending December 31, 2019; and

**WHEREAS**, the Audit noted nine 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 2020

## Village of Ridgefield Park County of Bergen

**Recommendation 1.** That all building permits be charged according to the Village's fee schedule.

B. Analysis: There was a fee charged for \$64 for a chimney liner

C. Corrective Action: The Village assumed that the chimney liner would be charged in accordance with the fuel line and therefore fell under that category. Going forward, the Village will review its fee schedule.

D. Implementation Date:

**Recommendation 2.** That all purchase orders contain backing invoices

B. Analysis: Certain invoices could not be located at the time of audit.

C. Corrective Action: Greater care will be taken to ensure that the invoices stay with the purchase orders.

D. Implementation Date: Complete

**Recommendation 3.** Political Disclosure forms be received from vendors required to submit them.

B. Analysis: For certain purchases over \$17,500 the vendor is required to submit a Political Disclosure form.

C. Corrective Action: Staff will be instructed to look for Political Disclosure form on purchases over \$17,500. A field on the vendor screen will be used to designate whether a form is on file.

D. Implementation Date: In process

**Recommendation 4.** That proper authorization be available for all employees wishing to have their health benefit contribution post tax.

B. Analysis: There were three employees who gave verbal's but did not return the proper paperwork.

C. Corrective Action: These three employees have since signed the forms.

D. Implementation Date: Fall 2020

**Recommendation 5.** That all salaries and other compensation paid to employees be approved by resolution of the Governing Body.

B. Analysis: There is an employee who covers for other employees if they are not available. He had been getting paid piecework for those inspections.

C. Corrective Action: This practice has been halted.

D. Implementation Date: Fall 2020

**Recommendation 6.** That all timesheets for seasonal employees be approved by the department head.

B. Analysis: There were pool timesheets that were not properly approved.

C. Corrective Action: All timesheets have been approved.

D. Implementation Date: July 2020

**Recommendation 7.** That the various receivables in the General Capital Fund be reviewed and the proper actions be taken.

B. Analysis: Receivables for grants from County Community Development, County Open Space and DOT are showing outstating.

C. Corrective Action: The associated ordinances will be reviewed along with the grant document. The village has reviewed with the Engineer and is attempting to contact the grantors to determine the status.

D. Implementation Date: In process.

**Recommendation 8.** That all County board tax appeal judgements be recorded in a timely manner.

B. Analysis: There was a County Board Judgement that increased the taxes on a property substantially. It was inadvertently put aside as it needed to be confirmed. It has since been posted. All other judgements go into a folder, with a cover sheet.

C. Corrective Action: Any judgements that cannot be immediately processed are clipped to the front of the folder to avoid any oversights.

D. Implementation Date: Complete.

**Resolution 2021-03**

**WHEREAS**, there exists outstanding checks in that are older than one year; and

**WHEREAS**, those checks need to be cancelled from the books and records of the Village of Ridgefield Park.

**NOW, THEREFORE BE IT RESOLVED**, that the following checks are hereby cancelled and the funds from said checks shall be realized in the current fund as miscellaneous revenue.

VILLAGE OF RIDGEFIELD PARK

Total Total:-7,095.21

Records Printed

27

Cash Expenditures - Summaries

Sorted By 12/31/20 - 12/31/20 Account 01-  
 Select By 01-9999-99-9999-  
 Bank 0 - 999999 # 0 - 9999999999

Date	Check Number	Po Number	Vendor	Total
12/31/20	32369	13090	MUNIDEX	-536.01
12/31/20	32738	29432	VERIZON WIRELESS	-117.85
12/31/20	32841	29348	PTL. BRIAN LYONS	-77.00
12/31/20	32964	29710	PTL. BRIAN LYONS	-350.00
12/31/20	33565	30268	MCAA OF NJ	-45.00
12/31/20	34355	31380	PTL. MICHAEL CMIELEWSKI	-53.94
12/31/20	34569	31837	JOHN JOHNSON	-150.00
12/31/20	34588	31858	JOHN FARRELL	-150.00
12/31/20	34598	31868	EAMONN RADBURN	-150.00
12/31/20	34600	31870	MICHAEL MORRELL	-300.00
12/31/20	34775	31779	NATHAN LOPEZ	-1,300.00
12/31/20	35308	32602	DAVID GILES	-360.00
12/31/20	35851	33006	GUY'S MAINTENANCE CO. INC.	-2,440.00
12/31/20	36107	33495	CAESAR'S ATLANTIC CITY	353.43
12/31/20	36124	33054	THE JULIO C. MASCHANG, JR.	-100.00
12/31/20	37367	34997	KENNETH C. EMMETS	-135.00
12/31/20	37834	35868	JOHN FARRELL	-150.00
12/31/20	37894	35873	JAMES WILSON	-300.00
12/31/20	38064	35892	BRIAN LYONS	-34.13
12/31/20	38125	35948	CAREER DEVELOPMENT INSTITUT	-389.00
12/31/20	38712	36796	BRIAN LYONS	-132.25
12/31/20	39010	37056	BRIAN LYONS	-47.97
12/31/20	39069	36800	JOHNSON PUBLIC LIBRARY	-30.00
12/31/20	39119	37081	THIS AND THAT HARDWARE	-5.49
12/31/20	39257	37102	JOHNSON PUBLIC LIBRARY	-40.00
12/31/20	39686	37667	REIDEL SIGN CO	95.00
12/31/20	41308	39765	JOHN FARRELL	-150.00

**Resolution 2021-04**

**WHEREAS**, there are excess unexpended funds in the Pool Operating Budget; and

**WHEREAS**, it is necessary to cancel said balances so they may be credited back to Pool surplus.

**NOW, THEREFORE BE IT RESOLVED**, that the unexpended balances listed below be cancelled.

\$15,041.12	Operating S/W
\$26,236.22	Operating O/E
\$15,000.00	Capital Outlay

## Resolution 2021-05

**WHEREAS**, N.J.S.A.40A:4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2021 Budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, said total temporary appropriations are limited to 26.25 percent of the total appropriations in the 2019 Budget, exclusive of any appropriations made for debt service, capital improvement fund and public assistance, in said 2020 Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Village of Ridgefield Park that the following temporary appropriations be made and that a certified copy of this Resolution be transmitted to the Chief Financial Officer for his records.



Account	Temporary Budget
- BUDGET:	0.00
20-1012 CODIFICATION OF ORDINANCES	1,050.00
20-1022 REVISION OF ORDINANCES:	525.00
20-1101 BOARD OF COMMISSISONERS:	4,873.05
20-1201 ELECTION SW:	1,071.00
20-1202 ELECTION:	7,087.50
20-1211 VILLAGE CLERK'S OFFICE SW:	26,950.63
20-1212 VILLAGE CLERK OFFICE O/E:	35,516.25
20-1222 XEROX RENTAL:	1,968.75
20-1301 C M F O SW:	8,094.28
20-1302 FINANCIAL ADMINISTRATION:	11,812.50
20-1352 AUDIT SERVICES:	11,156.25
20-1451 REVENUE & FINANCE S/W:	49,356.51
20-1452 REVENUE & FINANCE O/E:	10,526.25
20-1501 ASSESSOR SW:	21,791.07
20-1502 ASSESSOR O/E:	3,084.37
20-1551 LEGAL SERVICES & COSTS S/W:	14,425.99
20-1552 LEGAL SERVICES & COSTS O/E:	36,750.00
20-1570 LABOR NEGOTIATIONS:	13,125.00
20-1572 MEADOWLANDS DEVELOP:	19,687.50
20-1582 NEW ORDINANCES:	1,312.50
20-1590 DEFENSE OF TAX APPEALS:	34,776.27
20-1652 ENGINEERING O/E:	5,250.00
21-1801 PLANNING BOARD SW:	2,887.50
21-1802 PLANNING BOARD:	6,562.50
21-1803 SPECIAL CONSULTANT:	2,625.00
21-1851 ZONING BOARD SW:	2,774.15
21-1852 ZONING BOARD ADJ O/E:	4,200.00
21-1861 LAND USE S/W:	4,546.36
21-1862 LAND USE O/E:	1,968.75
21-1901 RENT CONTROL SW:	728.28
21-1902 RENT CONTROL O/E:	196.87
21-4251 CITIZEN ADVISORY S/W:	4,701.37
21-4252 CITIZENS ADVISORY COMM:	49,481.25
22-1951 CONSTRUCTION OFFICIAL S/W:	80,338.13
22-1962 CONSTRUCTION OFFICIAL:	21,918.75
23-2202 GROUP INSURANCE PLANS:	619,710.00
23-2204 HOLY NAME MEDICAL CENTER:	2,257.50
23-2222 Insurance - Health Bene Waiver:	3,937.50
23-2302 Insurance - Liability:	73,637.28
23-2312 Insurance - Other Insurance:	15,871.99
23-2322 Worker Comp Insurance:	25,622.63
25-2401 POLICE SW:	1,434,990.37
25-2402 POLICE O/E:	119,437.50
25-2404 METER ENFORCEMENT:	6,989.95
25-2502 POLICE 911 O/E:	2,625.00
25-2521 EMERGENCY MANAGEMENT SW:	3,346.87
25-2522 EMERGENCY MANAGEMENT SVCS:	8,006.25
25-2602 AMBULANCE O/E:	19,562.81
25-2652 FIRE DEPT O/E:	58,428.56
25-2653 LOSAP:	36,750.00

Account	Temporary Budget
25-2661 UNIFORM FIRE SAFETY SW:	18,319.17
25-2662 UNIFORM FIRE SAFETY OE:	3,937.50
25-2702 RESCUE SQUAD:	6,562.50
25-2751 PROSECUTOR SW:	6,841.01
26-2901 ROAD REPAIRS & MAINT S/W:	75,471.57
26-2902 ROAD REPAIRS O/E:	9,450.00
26-2905 SNOW REMOVAL S/W:	0.00
26-2912 SNOW REMOVAL O/E:	13,125.00
26-3051 GARBAGE & TRASH REMOVAL SW:	195,628.32
26-3052 GARBAGE & TRASH REMOVAL O/E:	32,812.50
26-3061 RECYCLING PROGRAM SW:	42,523.34
26-3062 RECYCLING PROGRAM O/E:	15,750.00
26-3101 PUBLIC BUILDING SW:	18,662.39
26-3102 PUBLIC BUILDING O/E:	61,897.50
26-3151 GARAGE & GENERAL S/W:	187,934.88
26-3152 GARAGE & GENERAL O/E:	31,500.00
26-3751 PARKS AND PLAZA SW:	106,533.44
27-3301 BOARD OF HEALTH - SW:	27,977.82
27-3302 BOARD OF HEALTH O/E:	3,510.93
27-3312 CONTRACTURAL:	8,570.02
27-3402 DOG REGULATION:	4,987.50
27-3451 WELFARE - SW:	4,946.46
27-3452 WELFARE O/E:	393.75
28-3701 P/T RECREATION SUPERVISOR	25,548.99
28-3702 RECREATION PLAYGROUND O/E:	25,331.25
28-3711 YOUTH CENTER S/W:	5,250.00
28-3712 YOUTH CENTER O/E:	1,575.00
28-3752 PARK PLAZA O/E:	43,515.59
29-3901 LIBRARY S/W:	108,466.90
29-3902 LIBRARY O/E:	29,217.05
30-4202 PATRIOTIC CELEBRATIONS O/E:	18,243.75
30-4251 SALARY & WAGE ADJ:	5,250.00
31-3001 SEWERS SYSTEMS SW:	39,857.65
31-3002 SEWER SYSTEM O/E:	18,375.00
31-4352 STREET LIGHTING:	30,187.50
31-4402 TELEPHONE SERVICE:	525.00
31-4552 BCUA:	370,160.43
31-4612 FIRE HYDRANT SERVICE:	38,062.50
32-3012 CONTINGENT:	7,875.00
32-4652 SANITARY LANDFILL FEES:	144,375.00
36-4722 SOCIAL SECURITY:	120,356.25
36-4752 POLICE & FIREMEN'S RET.SYS.:	278,377.83
36-4772 PUBLIC EMPLOYEES RETIREMENT	141,024.18
41-7022 DRUNK DRIVING ENFORCEMENT:	667.39
41-7032 MUNICIPAL ALLIANCE PROGRAM:	214.26
41-7102 DRIVE SOBER OR GET PULLED	2,319.71
41-7202 DISTRACTED DRIVING INCENTIVE	952.74
41-7302 CLICK IT OR TICKET:	2,327.92
41-7502 BODY ARMOR REPLACEMENT	871.75
41-7602 RECYCLING TONNAGE GRANT:	4,950.21
41-7702 CLEAN COMMUNITY:	5,982.56
41-7802 FOREST MANAGEMENT:	787.50

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<b>Account</b>	<b>Temporary Budget</b>
43-4901 MUNICIPAL COURT SW:	66,402.48
43-4902 MUNICIPAL COURT O/E:	7,428.75
43-4951 PUBLIC DEFENDER SW:	4,819.50
44-9012 CAPITAL IMPROVEMENT FUND:	19,687.50
44-9022 PREPARATION OF REVAL	17,062.50
44-9032 CSO - RESERVE FOR SEWER	52,500.00
45-9102 PAYMENT OF BAN'S:	120,750.00
45-9202 PAYMENT OF BOND PRINCIPAL:	210,000.00
45-9302 INTEREST ON BONDS:	22,555.31
45-9402 GREEN TRUST LOAN P:	6,637.31
45-9412 GREEN TRUST LOAN I:	1,533.26
45-9422 INTEREST ON BANS:	21,000.00
50-8992 RUT:	166,687.50
Total	5,999,342.66

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