

COMMISSIONERS REGULAR MEETING AGENDA
RIDGEFIELD PARK
November 9, 2021
7:30 PM

Mayor Anlian 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 28, 2020 and was posted on the Municipal Bulletin Board and the Village Website.

ROLL CALL

FLAG SALUTE

PAYMENT OF BILLS

COMMISSIONER REPORTS

HEARING OF CITIZENS

NEW BUSINESS

Mayor Anlian 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:

- 2021-119 Approve Village Personnel Policies and Procedures Employee Handbook
- 2021-120 Authorize Refund of Tax Payment Interest
- 2021-121 Authorize the Policy of Ridgefield Park Volunteer Fire Department
Stipends and Reimbursements
- 2021-122 Authorize Professional Services Contract with LKM Consulting, LLC for
a DPW Shared Services Investigation Study

CLOSED SESSION (if necessary)

- 2021-123 Authorize Closed Session Meeting

ADJOURNMENT

2021-119

WHEREAS, it is the policy of the Village of Ridgefield Park to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Board of Commissioners of Ridgefield Park has determined that there is a need for personnel policies and procedure to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Commissioners of Ridgefield Park that the Personnel Policies and Procedures Employee Handbook attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Village officials, appointees, employees and volunteers. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State Law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by Village employees and is not a contract. The provisions of this handbook maybe amended and supplemented from time to time without notice and at the sole discretion of the Mayor and Board of Commissioners.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Village of Ridgefield Park shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that all managerial/supervisory personnel are responsible for these employment practices. The Village Attorney shall assist in the implementation of the policies and procedures in this handbook.

BE IT FURTHER RESOLVED this manual shall be distributed to managerial/supervisory employees of the Village of Ridgefield Park.

2021-120

WHEREAS, the County of Bergen projected a date of adoption on the tax bills; and

WHEREAS, the County of Bergen was not able to adopt their budget on the projected date; and

WHEREAS, the Village of Ridgefield Park cannot receive a tax rate without the County rate; and

WHEREAS, taxpayers were advised of a projected mailing date based on the original County projected adoption date; and

WHEREAS, the subsequent confusion affected the taxpayers listed below.

NOW, THEREFORE, BE IT RESOLVED that the interest charged to the below properties be credited to principal:

Block 102 Lot 14	Beatrice Vasquez	112 Brinkerhoff St.	\$40.13
Block 41 Lot 20	Christine Piantadosi	126 Union Pl.	\$139.15

VILLAGE OF RIDGEFIELD PARK

Resolution No. 2021-121

A Resolution Establishing the Policy of the Village of Ridgefield Park with Respect to Stipends and Reimbursements for Members of the Ridgefield Park Volunteer Fire Department

Whereas, the Village of Ridgefield Park provides for the reimbursement of certain fees and costs incurred by members of the Ridgefield Park Volunteer Fire Department; and

Whereas, the Village is desirous of updating the amounts reimbursed and/or paid as stipends to reflect current costs and to expand the department's membership and roster of trained potential future officers; and

Now, Therefore, Be It Resolved that the following schedule of stipends and reimbursement shall be applicable to all members of the Ridgefield Park Volunteer Fire Department (effective January 1, 2021, unless otherwise noted) until otherwise amended by the Board of Commissioners:

A. Training

1. Completion of Fire 1 Course:
 - a. Uniform - \$700
 - b. Stipend - \$1,000
 - c. Travel - As per travel reimbursement policy
2. Completion of Fire 2 Course:
 - a. Stipend - \$2,500
 - b. Travel - As per travel reimbursement policy
3. Completion of Fire GOD Course:
 - a. Stipend - \$1000
 - b. Travel - As per travel reimbursement policy
4. Completion of ICS 300 Course:
 - a. Stipend - \$750
 - b. Travel - As per travel reimbursement policy
5. Completion of ICS 400 Course:

- a. Stipend - \$500
 - b. Travel - As per travel reimbursement policy
6. General Provisions for Other Courses:
- a. Stipend - \$10/course hour - as approved by Fire Chief & Fire Commissioner
 - b. Travel – As per travel reimbursement policy
 - c. Fire Chief and Fire Commissioner shall establish a schedule/list of approved courses.
7. Travel Reimbursement (applies for all courses)
- a. \$10/session for courses held in Bergen County
 - b. \$20/session for courses held outside Bergen County
 - c. No reimbursement for travel if course is within 5 miles of Ridgefield Park
8. Courses enrolled outside of Bergen County
- a. Courses taken outside of Bergen Country for Fire One training will be reimbursed by the Village up to a maximum of \$400 for course fees
9. Course Approval
- a. All course enrollments must be pre-approved by Fire Chief and included on the list of approved courses for the members of the Ridgefield Park Fire Department. This list is maintained by the Fire Chief.
 - b. All submissions for course stipends and travel reimbursements shall be made upon completion of the applicable course. A signed voucher form with course information will be submitted with the Certificate of Course Completion to the Fire Chief for approval.

B. Additional Allowances

1. Annual Clothing Allowance reimbursement schedule:

<u>Response to fire calls</u>	<u>Maximum reimbursement</u>
0% - 9%	None
10% - 19%	\$200
20% - 29%	\$500
30% - 39%	\$700
40% - 49%	\$850
50%+	\$1,000

2. Annual reimbursement for specific officers:

This is IN ADDITION to the aforesaid Annual Clothing Allowance set forth above.

<u>Position</u>	<u>Additional Reimbursement</u>
Mechanic	\$200
2 nd Lieutenant	\$300
1 st Lieutenant	\$600
Captain	\$900
Assistant Chief	\$1,200
Chief	\$1,500

VILLAGE OF RIDGEFIELD PARK

RESOLUTION NO. 2021-122

A Resolution Authorizing a Professional Services Consulting Contract with LKM Consulting, LLC for a DPW Shared Services Investigation Study

Whereas, the Village of Ridgefield Park has a need to engage a professional consultant to conduct a shared services investigation study for public works services, including but not limited to shared recycling drop-off services with the Borough of Bogota; and

Whereas, pursuant to the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1*, et seq., contracts for professional services are exempt from public bidding; and

Whereas, the Village has received a proposal and statement of work dated November 6, 2021, from LKM Consulting, LLC to conduct this study based upon the hourly rates set forth in its proposal and for a monthly amount not to exceed \$6,000.00 without prior authorization from the Board of Commissioners; and

Whereas, the Village believes that awarding this contract to LKM Consulting to perform this audit is in the best interests of the Village of Ridgefield Park; and

Whereas, the Village's Chief Financial Officer has certified that funds have been appropriated and are available for this purpose.

Now, Therefore, Be It Resolved by the Board of Commissioners of the Village of Ridgefield Park that the above-referenced contract is hereby awarded as follows:

Contractor

LKM Consulting, LLC
11 Harter Road
Morristown, NJ 07960

Amount

At hourly rates set forth in proposal
NTE \$6,000/mo without prior authorization

Be It Further Resolved that the Commissioner-in-Charge and Village Clerk are hereby authorized and empowered to enter into a contract with LKM Consulting, LLC consistent with this Resolution, subject to approval by the Village Attorney.