

COMMISSIONERS REGULAR MEETING AGENDA  
RIDGEFIELD PARK  
November 9, 2023  
Approx. 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 29, 2022 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 2023 by a combination of electronic and/or in-person means. Meetings are open to the public.

**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:**

- 2023-146 Authorize Acceptance of Special Legislative Grant and Expenditure
- 2023-147 Approve 2023 Corrective Action Plan
- 2023-148 Adopt the 2023 Personnel Policies and Procedures Employee Handbook
- 2023-149 Authorize Expenditure of Fire Prevention Dedicated Funds
- 2023-150 Authorize Expenditure of Fire Prevention Dedicated Funds
- 2023-151 Authorize Expenditure of Fire Prevention Dedicated Funds
- 2023-152 Appoint Zoning Board of Adjustment Member
- 2023-153 Approve Street Closure – Bergen Avenue
- 2023-154 Authorize Emergency Repairs
- 2023-155 Authorize Palisades Sales Corp. to upgrade Fire Department Computers

**ORDINANCE INTRODUCTIONS**

- 2023-16 BOND ORDINANCE TO AMEND THE TITLE AND SECTIONS 1, 2 AND 3 OF THE BOND ORDINANCE (ORD. NO. 2023-04) ENTITLED: "BOND ORDINANCE TO AUTHORIZE THE RESURFACING OF SUMMIT STREET (FROM RAILROAD AVENUE TO LINCOLN AVENUE) IN, BY AND FOR THE VILLAGE OF RIDGEFIELD PARK, IN THE COUNTY OF BERGEN, STATE OF NEW JERSEY, TO APPROPRIATE THE SUM OF \$250,000 TO PAY THE COST THEREOF, TO MAKE A DOWN PAYMENT, TO AUTHORIZE THE ISSUANCE OF BONDS TO FINANCE SUCH APPROPRIATION AND TO PROVIDE FOR THE ISSUANCE OF BOND ANTICIPATION NOTES IN ANTICIPATION OF THE ISSUANCE OF SUCH BONDS," ADOPTED MAY 9, 2023

2023-17 ORDINANCE PROVIDING FOR THE ACQUISITION OF CERTAIN PROPERTY IN THE VILLAGE OF RIDGEFIELD PARK, IN THE COUNTY OF BERGEN, NEW JERSEY, AND APPROPRIATING \$550,000 THEREFORE FROM THE GENERAL CAPITAL IMPROVEMENT FUND OF THE VILLAGE

2023-18 ORDINANCE PROVIDING FOR THE APPROPRIATION OF \$1,800,000 IN A GRANT RECEIVED FROM THE STATE OF NEW JERSEY FOR THE IMPROVEMENT TO OVERPECK AVENUE IN THE VILLAGE OF RIDGEFIELD PARK, IN THE COUNTY OF BERGEN, NEW JERSEY, AND APPROPRIATING \$1,800,000 THEREFOR FROM THE SPECIAL LEGISLATIVE GRANT TO BE INCLUDED IN THE GENERAL CAPITAL FUNE RESERVE(S) FOR CAPITAL IMPROVEMENTS FO THE VILLAGE

**CLOSED SESSION (if necessary)**

2023-156 Authorize Closed Session Meeting

**ADJOURNMENT**

**Resolution 2023-146**

**RESOLUTION OF THE RIDGEFIELD PARK BOARD OF COMMISSIONERS ACCEPTING A SPECIAL LEGISLATIVE GRANT (2022-04986-0104-00) FOR ROAD IMPROVEMENTS TO THE OVERPECK AVENUE ISLAND REDUCTION PROJECT IN THE AMOUNT OF \$1,800,000.00 TO BE MONITORED BY THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS AND AUTHORIZING THE EXPENDITURE THEREOF**

**WHEREAS**, The Village of Ridgefield Park has been selected to receive a special legislative grant from the State of New Jersey as part of a Municipal Aid Program for road projects, in the amount of \$1,800,000.00 toward the construction costs as follows:

Overpeck Avenue Island Reduction Project  
NJDCA Grant – Road Improvements 2022-04986-0104-00  
Grant Approval: \$1,800,000.00; and

**WHEREAS**, as part of the Village’s road improvement program, the Village wishes to remove and reduce the overall width of the existing roadway islands on Overpeck Avenue and repair cracking and/or damaged concrete roadway areas. The newly constructed roadway island will be substantially similar to the roadway islands on Grand Avenue; and

**WHEREAS**, the Village Engineer, Boswell Engineering, Inc. (the “Professional”), has submitted a proposal dated August 24, 2023, a copy of which is on file with the Village Clerk, to prepare specifications, plans, and construction inspection for the Village pursuant to the scope of work set forth therein, for the estimated price not to exceed \$73,000.00 for the survey and design phase and \$85,000.00 for the inspection phase of the project; and

**WHEREAS**, the award of a contract to a licensed professional is exempt from public bidding requirements pursuant to N.J.S.A. 40A:11-5; and

**WHEREAS**, the Board of Commissioners previously adopted Resolution 2023-123 on September 12, 2023 authorizing Boswell Engineering to prepare plans and specifications for this project. However, that resolution inadvertently described the grant funding from the New Jersey Department of Transportation; when in fact it is a special legislative grant to be monitored by the New Jersey Department of Community Affairs. Therefore Resolution 2023-123 is hereby amended to reflect the correct funding source.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Village of Ridgefield Park hereby formally accepts the above-described grant and all the obligations under the grant/loan agreement and hereby authorizes the expenditure of road funds for the above-described purposes, subject to and in compliance with the bid requirements under the Local Public Contract Law; and

**BE IT FURTHER RESOLVED** that the following individuals listed below are authorized to sign the agreement as authorized Village officials:

1. Vince Buono, Chief Financial Officer
2. John H. Anlian, Mayor of Ridgefield Park
3. Tara O'Grady, Clerk of the Village of Ridgefield Park

The above individuals are also authorized to access the NJDCA System for Administering Grants Electronically (SAGE) as required to accept and approve any and all grant/loan documents.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution be sent to NJDCA.

**Resolution 2023-147**

**Corrective Action Plan -2023**

**WHEREAS**, the Village of Ridgefield Park has received the Independent Financial Audit for the Year Ending December 31, 2022; 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 2023**

## **Village of Ridgefield Park County of Bergen**

**Recommendation 1:** All eligible employees be enrolled in DCRP

B. Analysis: There are three employees who are not enrolled who possibly should be.

C. Corrective Action: Two were provided DCRP enrollment form for submission. The third, Prosecutor, is under research for eligibility.

D. Implementation Date: In Process

**Recommendation 2:** The Zoning Attorney and BOA attorney are being paid through payroll.

B. Analysis: The attorneys are current receiving compensation via W-2 Payroll.

C. Corrective Action: Convert the compensation process from W-2 Payroll to Invoices Purchase Order issuing an annual 1099.

D. Implementation Date: 1/1/24

**Recommendation 3.** Monthly State Dog Reports were not filed in a timely manner.

B. Analysis: The VPH 10 report was not filed in a timely manner every month.

C. Corrective Action: The process of generating the VPH 10 report from the computer software has been reviewed. Personnel issues in the department have been resolved.

D. Implementation Date: Completed

**Recommendation 4.** The Capital Fund Balance Sheet contains old Grants Receivable.

B. Analysis: Several old Grants were on the balance sheet.

C. Corrective Action: All analysis was complete in 2023.

D. Implementation Date: Completed

**Recommendation 5.** State Contracts were not approved in the minutes.

B. Analysis: State Contracts should be approved by resolution in order for purchases to be made from said Contracts.

C. Corrective Action: The office is attempting to review all the State Contracts that have been utilized and install a process to identify any new State Contracts that have been used this year.

D. Implementation Date: Continuing

**Recommendation 6.** Public Defenders fee be approved in the minutes.

B. Analysis: The Public Defenders fee should be approved and documented in the meeting minutes.

C. Corrective Action: Create resolution that will be approved by the Board of Commissioners.

D. Implementation Date: Completed

## **Resolution 2023-148**

**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 may be 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.

**Resolution 2023-149**

**WHEREAS**, the Fire Marshal, Peter Danzo has requested payment be made to Commander Fleet Corp.; and

**WHEREAS**, this expenditure is a permitted use of funds in the Fire Prevention Dedicated Account.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes the following expenditure:

Commander Fleet Corp.

\$79,969.00

**BE IT FURTHER RESOLVED** that Commander Fleet Corp. has NJ State Contract No. PC69160 for their services.



**Resolution 2023-150**

**WHEREAS**, the Fire Marshal, Peter Danzo has requested payment be made to Verizon Communications Inc. – Cellco Partnership; and

**WHEREAS**, this expenditure is a permitted use of funds in the Fire Prevention Dedicated Account.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes the following expenditure:

Verizon Communications Inc. – Cellco Partnership

\$2,534.94

**Resolution 2023-151**

**WHEREAS**, the Fire Marshal, Peter Danzo has requested payment be made to 10-75 Emergency Vehicles, and

**WHEREAS**, this expenditure is a permitted use of funds in the Fire Prevention Dedicated Account.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners hereby authorizes the following expenditure:

10-75 Emergency Vehicles	\$5,202.06
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**BE IT FURTHER RESOLVED** that 10-75 Emergency Vehicles has NJ State Contract No. T0106, 17-FLEET-00743 for their services.

**Resolution 2023-152**

**BE IT RESOLVED** that the Board of Commissioners hereby appoints John Antola as Alternate Member #2 of the Ridgefield Park Zoning Board of Adjustment. This appointment is effective immediately through December 31, 2023 to fill the unexpired term of Thomas Olcott.

**Resolution 2023-153**

**WHEREAS**, Matthew Florio, 34 Highland Place, requested permission to close Bergen Avenue on November 11, 2023 between the hours of 8am and 5pm for a birthday party; and

**WHEREAS**, he has requested permission to close Bergen Avenue between Highland Place and Grand Avenue to traffic that day; and

**WHEREAS**, he has notified the residents on the block of the event; and

**WHEREAS**, he has requested November 18, 2023 as the rain date between the hours of 8am and 5pm.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners authorizes the closing of Bergen Avenue between Highland Place and Grand Avenue from 8am to 5pm on November 11, 2023.

**Resolution 2023-154**

**BE IT RESOLVED** that pursuant to the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1, that there existed an exigency caused by an emergency as indicated below and that the below vendor(s) have been authorized to remedy the emergency in the amount(s) listed below:

<u>Date of Emergency</u>	<u>Nature</u>	<u>Vendor</u>	<u>Amount Authorized</u>
9/29/2023	Repairs to 2012 Elgin Pelican	W.E. Timmerman Co.	\$15,040.93
9/25/2023	Repair Sewer Blockage and Broken Pipes Hose Co. No. 1	PBF Solutions LLC	\$9,700.00

**Resolution 2023-155**

**BE IT RESOLVED** that the Ridgefield Park Board of Commissioners authorizes Palisades Sales Corp. to upgrade the Ridgefield Park Fire Department computers.

**BE IT FURTHER RESOLVED** that Palisades Sales Corp. has NJ State Contract No. 40121 for their products and services.