

COMMISSIONERS CAUCUS MEETING AGENDA
RIDGEFIELD PARK
December 21, 2023
7:00 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

CORRESPONDENCE

- 11-06 Boswell Engineering – Park Street Improvement Project (tabled from 11/9/23 Caucus)
- 12-08 Dana Napoletano, County of Bergen – Hope One Ribbon Cutting
- 12-09 Derek Sands, County of Bergen – Revolutionary War Roundtable Speaker Series
- 12-10 NJLM Weekly Round-Up
- 12-11 NJDEP Weekly Update
- 12-12 South Bergen Municipal Joint Insurance Fund – 2024 Budgets
- 12-13 RP Fourth of July Citizens Committee – Grand Marshal Nominations
- 12-14 NJLM Weekly Round-Up
- 12-15 NJLM Daily Update
- 12-16 Local Finance Notice 2023-22

CORRESPONDENCE II

Ridgefield Park Fire Department Hose Co. No. 3 – Letter of Retirement

DISCUSSION

2024 Annual Resolutions
Vince Buono - 2024 Budget, Personnel

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:

- 2023-169 Award Contract to Boswell Engineering
- 2023-170 Authorize Mayor to sign Interlocal Agreement for the Provision of 911
Emergency Telephone Services
- 2023-171 Endorse Community Development Project Proposed by Vantage Health System, Inc. –
40 Hille Place, Ridgefield Park

ORDINANCE PUBLIC HEARINGS AND ADOPTIONS

- 2023-22 AN ORDINANCE OF THE VILLAGE OF RIDGEFIELD PARK TO
MANDATE DIRECT DEPOSIT FOR MUNICIPAL EMPLOYEES OF THE
VILLAGE OF RIDGEFIELD PARK, PURSUANT TO N.J.S.A. 52:14-15f

- 2023-23 AN ORDINANCE OF THE VILLAGE OF RIDGEFIELD PARK AMENDING
CHAPTER 333 “STREETS AND SIDEWALKS,” ARTICLE V,
“EXCAVATIONS,” SECTION 32 “FEE SCHEDULE,” OF THE VILLAGE
CODE

- 2023-24 ORDINANCE FIXING COMPENSATION OF OFFICERS & EMPLOYEES
OF THE VILLAGE OF RIDGEFIELD PARK FOR THE YEAR 2024

REPORTS

Mayor & Commissioners
Village Attorney
Superintendent DPW

Chief of Police
Village Clerk

CLOSED SESSION

2023-172 Authorize Closed Session Meeting

ADJOURNMENT

VILLAGE OF RIDGEFIELD PARK

Resolution No. 2023-169

A Resolution Awarding a Contract to Boswell Engineering, Inc. for the Preparation of Specifications, Plans, and Construction Inspection for the Road Resurfacing Project RP 764A, Edison Street from College Place to Bergen Turnpike

Whereas, The Village of Ridgefield Park has been selected to receive funding from the Community Development Block Grant (CDBG) for road resurfacing for Edison Street from College Place to Bergen Turnpike, in the amount of \$80,000.00 toward the construction costs of \$187,000.00; and

Whereas, the Village Engineer, Boswell Engineering, Inc. (the “Professional”), has submitted a proposal dated September 8, 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 \$14,000.00 for the design phase and \$22,000.00 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, this contract has been awarded under the “alternative process” pursuant to *N.J.S.A. 19:44A-20.4 et seq.* (the “Pay-to-Play Law”), and has been awarded to Professional based upon the merits and abilities of Professional to provide the services necessary; and

Whereas, Professional has completed and submitted a Business Entity Disclosure Certification which certifies that Professional 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 Professional 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 04-2150-55-2023-004.

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. A contract is hereby awarded to Boswell Engineering, Inc. pursuant to the September 8, 2023 Proposal, a copy of which is incorporated herein by reference.
3. The Mayor (or Commissioner-in-Charge) and the Village Clerk are hereby directed, authorized and empowered to execute a contract with Boswell Engineering, Inc. in a form

satisfactory to the Village Attorney and to take all steps reasonably necessary to effectuate the provisions and purposes of this resolution.

4. All other Village officials, officers and employees are hereby directed, authorized and empowered to take all steps reasonably necessary to effectuate the purposes and provisions of this resolution.

Resolution No. 2023-170

BE IT RESOLVED that the Ridgefield Park Board of Commissioners authorizes Mayor Anlian to sign an Interlocal Agreement for the Provision of 911 Emergency Telephone Services for the year 2024 with the Borough of Paramus.

Resolution No. 2023-171

WHEREAS, a Bergen County Community Development Grant of \$35,000 has been proposed by Vantage Health System, Inc. for VHS Hille Place Residence Accessible Bathrooms in the municipality of Ridgefield Park; and

WHEREAS, pursuant to the State Interlocal Services Act, Community Development funds may not be spent in a municipality without authorization by the Governing Body; and

WHEREAS, the aforesaid project is in the best interest of the people of Ridgefield Park; and

WHEREAS, this resolution does not obligate the financial resources of the municipality and is intended solely to expedite expenditure of the aforesaid CD funds.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Village of Ridgefield Park hereby confirms endorsement of the aforesaid project; and

BE IF FURTHER RESOLVED, that a copy of this resolution shall be sent to the Director of the Bergen County Community Development Program so that implementation of the aforesaid project may be expedited.

VILLAGE OF RIDGEFIELD PARK

ORDINANCE NO. 2023-22

AN ORDINANCE OF THE VILLAGE OF RIDGEFIELD PARK TO MANDATE DIRECT DEPOSIT FOR MUNICIPAL EMPLOYEES OF THE VILLAGE OF RIDGEFIELD PARK, PURSUANT TO N.J.S.A. 52:14-15f

WHEREAS, local governments have been granted the authority to require use of a direct deposit system for payment of its employees, pursuant to N.J.S.A. 52:14-15f(b); and

WHEREAS, the above statute further authorizes local governments to grant exemptions to this requirement, on such terms and conditions as it deems necessary.

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

Section 1: All employees and elected public officials who receive compensation from the Village of Ridgefield Park are mandated to comply with the system for direct deposit of their compensation, as of the third pay period of 2024.

Section 2: Village employees may submit a request, in writing, to the Ridgefield Park Village Clerk for an exemption from the direct deposit mandate. The Village of Ridgefield Park Commissioners may grant such an exemption by Resolution, and for good cause.

Section 3: If any section, paragraph, subparagraph, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the specific section, paragraph, subparagraph, clause or provision so adjudged and the remainder of this Ordinance shall remain valid and effective.

Section 4: All Ordinance or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

Section 5: This Ordinance shall take effect 20 days after adoption and publication as required by law.

VILLAGE OF RIDGEFIELD PARK

ORDINANCE NO. 2023-23

AN ORDINANCE OF THE VILLAGE OF RIDGEFIELD PARK AMENDING CHAPTER 333 “STREETS AND SIDEWALKS,” ARTICLE V, “EXCAVATIONS,” SECTION 32 “FEE SCHEDULE,” OF THE VILLAGE CODE

WHEREAS, the above section of the Village Code was established by adoption of Ordinance No. 3-83 on March 8, 1983; and

WHEREAS, the road opening fee schedule set therein has become out of line with regional practice and Village needs, necessitating this update.

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

Section 1. Section 333-32 of the Village Code is hereby amended and supplemented by adding the underlined text and deleting the struck-through text, as follows:

§ 333-32 Fee schedule.

A Application fee, nonrefundable.

(1) Road opening.

(a) First five linear feet: ~~\$300.~~ \$15.

(b) From five linear feet to 25 linear feet, to be defined as the longest dimension: an additional ~~\$350.~~ \$40.

(c) From 25 linear feet to 50 linear feet: an additional ~~\$400.~~ \$25.

(d) Extensive openings, each additional 50 feet: ~~\$100.~~ \$50.

(2) Curb, gutter, apron, sidewalk or driveway: lump sum of \$15.

(3) Application fees may be accumulated in one account, and said funds can be utilized for the payment of expenses incurred by the Village for any work performed for a permittee without restriction as to which application the funds were originally posted.

B Security deposit fee for guaranteeing restoration, pavement, curbing or topsoil.

(1) A deposit of \$2,500 escrow, refundable after 1 year is required.

(2) Applicant must submit a request in writing in order to receive their refunded deposit.

~~(1) Opening paved areas, curb, gutter, sidewalk or driveway.~~

~~(a) Base charge: \$25.~~

~~(b) Charge for each square yard of trench opened: \$15.~~

~~(c) Charge for each square yard of paving: \$5.50.~~

~~(d) Charge for each linear foot of curb: \$7.~~

~~(2) Opening shoulders and roadside areas:~~

~~(a) Base charge: \$25.~~

~~(b) Charge for each square yard of trench opened: \$5.~~

C Escrow deposit fee, engineering and legal costs.

(1) All road openings, excavations, borings and other work as stated on the permit application.

(a) Base charge, including first five square yards of any trench, driveway or sidewalk opened, torn up or excavated and including the first 20 linear feet of any curb or gutter torn up or excavated: an additional fee of \$100.

(b) For all work proposed on each application that exceeds the quantities delineated in Subsection C(1)(a) above, a work schedule shall be submitted to and approved by the Village and/or its designated representative, who shall estimate the total escrow deposit fee required based thereon. If at any time during the course of the work it appears evident to the Village and/or its designated representative that the escrow deposit fee is or will be insufficient to cover all costs of inspection and/or other professional services, additional escrow deposit fees shall be estimated by the Village and paid to the Village, based on a revised work schedule to be submitted by the applicant. This procedure shall be repeated as often as necessary to guarantee sufficient escrow deposit fees being available.

(2) Actual payments from the escrow deposit fee fund shall be based on the following rates:

(a) Professional engineering services: minimum fee of \$50 per hour.

(b) Attorney: ~~\$75~~ \$150 per hour.

Section 2. If any section, paragraph, subparagraph, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the specific section, paragraph, subparagraph, clause or provision so adjudged and the remainder of this Ordinance shall remain valid and effective.

Section 3. This Ordinance shall take effect 20 days after adoption and publication as required by law.

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

ORDINANCE NO. 2023-24

**ORDINANCE FIXING COMPENSATION OF OFFICERS & EMPLOYEES
OF THE VILLAGE OF RIDGEFIELD PARK
FOR THE YEAR 2024**

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 2024 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 2.5% - 3.00% increase in base salary over that paid in 2023, 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	5,000.00
Commissioner of Parks & Public Property	4,000.00
Commissioner of Revenue & Finance	4,000.00
Commissioner of Public Affairs	4,000.00
Commissioner of Public Works	4,000.00
Village Clerk	90,000.00 – 130,000.00
Chief Financial Officer	30,000.00 – 40,000.00
Tax Collector	35,000.00 – 40,000.00
Finance Office Manager/Deputy Registrar/COAH Liaison	30,000.00 – 70,000.00
Assistant Finance Manager/Grant Administrator	30,000.00 – 70,000.00
Finance Clerk	30,000.00 – 49,500.00
Purchasing Agent	2,000.00
Project Administrator	10,000.00 – 15,000.00
Tax Assessor	25,000.00 – 55,000.00
Secretary, Office of Tax Assessor	30,000.00 – 60,500.00
Welfare Director	15,000.00 – 25,000.00
Registrar	2,000.00 – 5,000.00
Sanitarian	20,000.00 – 42,000.00
Clerk, Board of Health (P/T)	15.00 – 25.00 Per Hour
Construction Official/Building Sub-Code Official	65,000.00 – 154,000.00 + inspections
Zoning Officer	6,000.00 – 27,500.00
Plumbing Sub-Code Official	8,000.00 – 16,500.00
Building Department Technical Assistant	35,000.00 – 71,500.00
Building Department Technical Assistant/Inspector (P/T)	25,000.00 – 45,000.00 + inspections
Building Department Technical Assistant (P/T)	15.00 – 25.00 Per Hour
Clerk, Building Department	15.00 – 25.00 Per Hour
Housing Inspector	25.00 Per Inspection
Property Maintenance Inspector	6,000.00 – 16,500.00
Electrical Inspector	10,000.00 – 22,000.00

Emergency Management Coordinator	3,000.00 – 6,600.00
Fire Marshal	19,000.00 – 28,000.00
Fire Sub-Code Official	10,000.00 – 16,500.00
Clerk, Fire Prevention/OEM	25,000.00 – 66,000.00
Fire Inspector	20.0 – 31.00 Per Hour
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
Clerk, Violations	40,000.00 – 65,000.00
Clerk, Violations (P/T)	15.00 – 22.00 Per Hour
Secretary COAH	5,000.00 – 9,000.00
Secretary Board of Recreation	7,000.00 – 18,000.00
Secretary Environmental Commission	4,000.00 – 9,000.00
Secretary Historic Preservation Commission	4,000.00 – 8,000.00
Secretary Sustainable RP	4,000.00 – 9,000.00
Secretary Board of Health	15,000.00 – 20,000.00
Secretary Rent Stabilization Board	3,000.00 – 5,000.00
Secretary Land Use	2,000.00 – 5,000.00
Secretary Planning Board	5,000.00 – 7,500.00
Secretary Zoning Board of Adjustment	5,000.00 – 7,500.00
Secretary Shade Tree Commission	15,000.00 – 20,000.00
Secretary Pool Committee	3,000.00 – 5,000.00
Asst. Secretary Pool Committee	3,000.00 – 5,000.00
Police Chief	190,000.00 – 250,000.00
Police Captain	175,000.00 – 230,000.00
Police Lieutenant	165,000.00 – 215,000.00
Police Sergeant	130,000.00 – 180,000.00
Patrolman	45,000.00 – 170,000.00
Police Utility Person	42,000.00 – 66,000.00
Police Records Clerk	35,000.00 – 66,000.00
Police Dispatcher	43,000.00 – 70,000.00
Per Diem Police Dispatcher	25.00 – 35.00 Per Hour
School Crossing Guard	15.00 – 30.00 Per Hour
Parking Enforcement Officer (P/T)	15.00 – 25.00 Per Hour
DPW Superintendent	150,000.00 – 200,000.00
Recycling Coordinator	5,000.00 – 10,000.00
Safety Coordinator	5,000.00 – 10,000.00
DPW Asst. Superintendent	95,000.00 – 176,000.00
DPW Laborers	22.00 – 60.00 Per Hour
Clerk, DPW/Safety	40,000.00 – 75,000.00
Sewer Consultant (P/T)	15,000.00 – 22,000.00
Recycling/Parks Attendant (P/T)	15.00 - 22.00 Per Hour
P/T Admin. Office Assistance/Seasonal Employees	14.00 – 35.00 Per Hour

Library:

Director	60,000.00 – 95,000.00
Reference/YA Librarian	44,000.00 – 65,000.00
Head of Children’s Services	44,000.00 – 75,000.00
Technical Services Specialist	30,000.00 – 55,000.00
Office Manager	35,000.00 – 65,000.00
Administrative Assistant	30,000.00 – 70,000.00
Library Assistants/Custodian (P/T)	14.00 – 30.00 Per Hour
Historic Coordinator	18.00 – 24.00 Per Hour

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 January 1, 2024.