

BOROUGH OF RIDGEFIELD

A G E N D A

Executive Session and Regular Meeting of the Mayor and Council

Date: April 11, 2011

Open Public Meetings Statement by Mayor Suarez

Public Session to Adjourn to Executive Session: C.T.O.: Adjourn:

Mayor Suarez – Adjournment into closed Executive Session in accordance with the “Open Public Meetings Act”

Executive Session: 6:30 P.M. C.T.O.: Adjourn:

Public Session: 7:30 P.M. C.T.O.: Adjourn:

Pledge of Allegiance

Citizens Comment on Agenda:

Correspondence:

Approval of Minutes of August 9, 2010 Public Session Meeting, September 13, 2010 Public Session Meeting and September 27, 2010 Public Session Meeting

Environmental Commission Earth Day Poster Contest Winners

As advertised, hearing will be held on Ordinance No. 2167 entitled, “AN ORDINANCE AMENDING SECTION 333-33, STORMWATER DISCHARGE AND SUMP PUMPS, OF THE CODE OF THE BOROUGH OF RIDGEFIELD”

Entertain motion to declare the time for the public hearing to be declared open

Public Hearing

Entertain motion to declare the time for the public hearing to be declared closed

ROLL CALL-PUBLIC SESSION

Table with 4 columns: Adj. to Ex. Pres., Adj. to Ex. Abs., Public Pres., Public Abs. and rows for Mayor Suarez, Castelli, Todd, Vincentz, Severino, Acosta, Jimenez.

ROLL CALL-EXEC. SESSION

Table with 2 columns: PRESENT, ABSENT and rows for Mayor Suarez, Castelli, Todd, Vincentz, Severino, Acosta, Jimenez.

Final Reading of Ordinance

Roll Call

As advertised, hearing will be held on Ordinance No. 2168 entitled, "AN ORDINANCE AMENDING THE PROVISIONS OF ARTICLE I OF CHAPTER 208 PERTAINING TO CONTAINERS FOR WASTE COLLECTION AND DISPOSAL"

Entertain motion to declare the time for the public hearing to be declared open

Public Hearing

Entertain motion to declare the time for the public hearing to be declared closed

Final Reading of Ordinance

Roll Call

Introduction of Ordinance No. 2169 entitled, "AN ORDINANCE AMENDING ARTICLE II OF CHAPTER 172 ENTITLED "DUMPING" OF THE CODE OF THE BOROUGH OF RIDGEFIELD"

First Reading of Ordinance

Roll Call

Introduction of Ordinance No. 2170 entitled, "AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 375-52 DESIGNATING HANDICAPPED PARKING SPACES"

First Reading of Ordinance

Roll Call

Introduction of Ordinance No. 2171 entitled, "AN ORDINANCE AUTHORIZING THE REVERSION TO A CALENDAR YEAR PURSUANT TO N.J.S.A. 40A:4-3.2(b)"

First Reading of Ordinance

Roll Call

Introduction of Ordinance No. 2172 entitled, “AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 75-10 OF THE CODE OF THE BOROUGH OF RIDGEFIELD”

First Reading of Ordinance

Roll Call

Introduction of Ordinance No. 2173 entitled, “AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 92-1, SALARIES, OF THE CODE OF THE BOROUGH OF RIDGEFIELD”

First Reading of Ordinance

Roll Call

PROPOSED CONSENT AGENDA:

	Motion:	Second:
145-2011	Councilman Jimenez	Return of Escrow
146-2011	Councilman Castelli	Appoint Chaplain – Ambulance Corps.
147-2011	Councilman Castelli	Authorize to Advertise-Pool Concession
148-2011	Mayor Suarez	Appoint 4 th Alternate to NJ Meadowlands Commission
149-2011	Councilman Acosta	Authorize Sale of Borough Vehicle
150-2011	Councilman Jimenez	Lien Redemption #09-03
151-2011	Councilman Jimenez	Payment of Certain Obligations Prior to Meetings
152-2011	Councilman Jimenez	Authorize ADA Study of Municipal Building and Pool Complex
153-2011	Councilman Acosta	Limousine License
154-2011	Councilman Acosta	2010 Recycling Tonnage Grant
155-2011	Councilman Acosta	2010 Recycling Tonnage Grant Tax Reimbursement
156-2011	Councilman Jimenez	Correcting Resolution No. 132-2011
157-2011	Mayor Suarez	National Infant Immunization Week

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

RESOLUTIONS:

158-2011	Councilman Jimenez	Corrective Action Plan
159-2011	Councilman Jimenez	Authorize Application to Local Finance Board for Reversion to a Calendar Fiscal Year
160-2011	Councilman Jimenez	Warrants

COMMENTS BY MAYOR:

Coin Toss Application:

Slocum Skewes 8th Grade Class
Saturday, May 7, 2011 (Rain Date May 8, 2011)
9:00 am – 3:00 pm

Slocum Skewes 8th Grade Class
Saturday, May 21, 2011 (Rain Date May 22, 2011)
9:00 am – 3:00 pm

Ridgefield Recreation
Sunday, May 15, 2011
9:00 am – 3:00 pm

Ridgefield Memorial High School Booster Club
Saturday, June 18, 2011
9:00 am-3:00 pm

Application for Special Permit for Social Affair:

Ridgefield Fire Department Hose Co. #1
Saturday, July 9, 2011 – 5:00-10:00 pm
Community Center
725 Slocum Avenue

Permission for Use of Community Center:

Slocum Skewes 8th Grade Class
Car Wash
Sunday, June 5, 2011
10:00 am – 3:00 pm

The Young School and Elementary
End of Year Show
Friday, June 3, 2011
7:00 pm

COMMENTS BY COUNCILMEN:

COMMENTS BY CITIZENS: (All speakers are limited to five minutes maximum per meeting)

Agenda subject to change as a result of matters not known at time of printing with the consent of the Mayor and Council.

Respectfully submitted,

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Mayor Anthony R. Suarez

BE IT RESOLVED, that the regular public meeting be adjourned, and that the Mayor and Council of the Borough of Ridgefield shall meet in a closed Executive Session following a five minute recess at the termination of this meeting. The purpose of the Executive Session shall be to discuss the following matters:

- _____ Personnel matters in various departments of the Borough.
- _____ Pending and Potential Litigation
- _____ Tax Court Litigation.
- _____ Potential real estate transactions in which the Borough may engage.

COUNCIL VOTE				
	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

BE IT FURTHER RESOLVED, that as soon as practicable discussion concerning

- _____ Personnel matters
- _____ Potential real estate transactions shall be disclosed to the public.
- _____ And that discussions with the Borough Attorney concerning litigation shall be disclosed when said litigation is terminated.

Adjournment to Closed Session. The Mayor and Council reserve the right to reconvene into Public Session, if necessary, to take action on Closed Session items.

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Acosta

ORDINANCE NO. 2167

BE IT ORDAINED by the Borough Council of the Mayor and Council of the Borough of Ridgefield that an Ordinance entitled

“AN ORDINANCE AMENDING SECTION 333-33, STORMWATER DISCHARGE AND SUMP PUMPS, OF THE CODE OF THE BOROUGH OF RIDGEFIELD”

introduced on the 28th day of March, 2011, do now pass a final reading and be adopted, and that the Borough Clerk be and she is authorized and directed to publish once, the aforesaid title, together with a notice of the date of its passage on final reading and approval thereof in The Record, a newspaper circulating in the Borough of Ridgefield.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting March 28, 2011

Presented by Councilman Acosta

ORDINANCE NO. 2167

“AN ORDINANCE AMENDING SECTION 333-33, STORMWATER DISCHARGE AND
SUMP PUMPS, OF THE CODE OF THE BOROUGH OF RIDGEFIELD”

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Ridgefield as follows:

Section I:

Ordinance Section 333-33, entitled “Stormwater Discharge and Sump Pumps”, be and hereby is amended as follows:

1. The existing language of this Section reading as follows: “No person shall discharge or cause to be discharged any stormwater, surface water, roof run off, surface drainage, ground water or discharge from any pump into any sanitary sewer. All buildings constructed after the effective date of this Section shall have the discharge from any sump pump or any similar pump directed to a drywell or storm sewer,” shall remain, but shall hereafter be denominated as Subsection A of Section 333-33.

2. Added to Section 333-33, and following Subsection A, shall be the following new subsections:

B. Any existing structure which discharges water from any roof drain, basement drain, sump pump or other drain onto any sidewalk or into any gutter may continue such discharge unless such discharge is determined to be a health or safety hazard by the Health Officer, Borough Engineer or Superintendent of Public Works.

C. In the event that a discharge is deemed to be a health or safety hazard by the Health Officer, Borough Engineer or Superintendent of Public Works, written notice to that effect shall be served upon the property owner, tenant or other occupant of the premises who shall then have 60 calendar days from the service of the notice to correct and remediate the health hazard or safety hazard to the satisfaction of the enforcing officer. Failure to correct or remediate the health or safety hazard within 60 calendar days shall be a violation of this ordinance and shall be punishable by a fine of \$50 for each day, after the 60 day notice, that the health hazard or safety hazard continues to exist.

Section II: In all other respects, the terms, conditions and provisions of Section 33 of the Code of the Borough of Ridgefield are hereby ratified and affirmed.

Section III: All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Section IV: This ordinance shall take effect immediately upon passage and publication according to law.

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Acosta

ORDINANCE NO. 2168

BE IT ORDAINED by the Borough Council of the Mayor and Council of the Borough of Ridgefield that an Ordinance entitled

“AN ORDINANCE AMENDING THE PROVISIONS OF ARTICLE I OF CHAPTER 208
PERTAINING TO CONTAINERS FOR WASTE COLLECTION AND DISPOSAL”

introduced on the 28th day of March, 2011, do now pass a final reading and be adopted, and that the Borough Clerk be and she is authorized and directed to publish once, the aforesaid title, together with a notice of the date of its passage on final reading and approval thereof in The Record, a newspaper circulating in the Borough of Ridgefield.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting March 28, 2011

Presented by Councilman Acosta

ORDINANCE NO. 2168

“AN ORDINANCE AMENDING THE PROVISIONS OF ARTICLE I OF CHAPTER 208
PERTAINING TO CONTAINERS FOR WASTE COLLECTION AND DISPOSAL”

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Ridgefield as follows:

Section I:

Article I, entitled “Containers”, of Chapter 208 entitled “Garbage, Trash and Storage” of the Code of the Borough of Ridgefield is hereby amended as follows:

1. Section 208-3, entitled “Violations and Penalties.” be and hereby is renumbered so that it will heretofore be designated Section 208-4, entitled “Violations and Penalties”, with the same provisions as exist presently.

2. There is hereby added to Article I of the Code of the Borough of Ridgefield a new section designated Section 208-3, entitled “Placing Containers, Rubbish and Trash at Curbside for Collection” to read as follows:

Residents placing containers, rubbish and trash at curbside for purposes of collection shall follow the following procedures:

A. Containers, rubbish and trash shall not be set out prior to 5:00 p.m. on the day before the day of collection.

B. Empty containers shall be removed from the curbside no later than 8:00 p.m. on the date of collection.

C. When a regular collection day falls on a legal holiday, containers, rubbish and trash may not be set out until the next regularly scheduled day of collection, absent provisions for special collection made by the Borough.

D. The word “rubbish” shall include furniture, box springs, mattresses, toilets, window glass, porcelain sinks, and carpeting (which must be rolled and tied in lengths no longer than 4 feet). Items weighing more than 50 pounds will not be picked up. Rubbish must be placed at the curb. Plate glass or mirrors will not be picked up.

E. The word “debris” shall include wallboard, plaster and plasterboard, building materials, and wood. Wood must have nails removed. Asbestos is not included in debris and will not be picked up. Debris must be safely put in a container or tied securely in bundles not more than 4 feet in length and weighing no more than 50 pounds. Residents are limited to 3 containers or bundles of debris per month per household.

Section II: In all other respects, the terms, conditions and provisions of Chapter 208 of the Code of the Borough of Ridgefield are hereby ratified and affirmed.

Section III: All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Section IV: This ordinance shall take effect immediately upon passage and publication according to law.

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

ORDINANCE NO. 2169

BE IT ORDAINED by the Borough Council of the Mayor and Council of the Borough of Ridgefield that an Ordinance entitled

“AN ORDINANCE AMENDING ARTICLE II OF CHAPTER 172 ENTITLED “DUMPING”
OF THE CODE OF THE BOROUGH OF RIDGEFIELD”

introduced on the 11th day of April, 2011, do now pass a first reading and that said Ordinance be further considered for final passage at a regular meeting to be held on the 25th day of April, 2011 at 7:30 PM or as soon thereafter as the matter may be reached at the regular meeting of the Borough Council in the Community Center, 725 Slocum Avenue, in the Borough of Ridgefield, and that at such time and place, all persons interested be given an opportunity to be heard concerning the same, that the Borough Clerk be and she is hereby authorized and directed to publish in The Record, a newspaper circulating in the Borough of Ridgefield said Ordinance according to law, with a notice of its introduction and passage on first reading, and of the time and place when and where said Ordinance will be further considered for final passage.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

ORDINANCE NO. 2169

“AN ORDINANCE AMENDING ARTICLE II OF CHAPTER 172 ENTITLED “DUMPING”
OF THE CODE OF THE BOROUGH OF RIDGEFIELD”

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Ridgefield as follows:

Section I:

Article II of Chapter 172 of the Code of the Borough of Ridgefield, entitled “Dumping”, be and hereby is amended by adding to the existing provisions of said ordinance a new section, to be given an appropriate code designation by the Borough’s code publisher, as follows:

Section _____. Dumping. No person shall dump, place for disposal or otherwise abandon any form of garbage, refuse, rubbish, waste, detritus, or debris in or upon any public property or public land within the Borough of Ridgefield.

Section II: In all other respects, the terms, conditions and provisions of Article II of Chapter 172 of the Code of the Borough of Ridgefield are hereby ratified and affirmed.

Section III: All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Section IV: This ordinance shall take effect immediately upon passage and publication according to law.

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Acosta

ORDINANCE NO. 2170

BE IT ORDAINED by the Borough Council of the Mayor and Council of the Borough of Ridgefield that an Ordinance entitled

“AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 375-52 DESIGNATING HANDICAPPED PARKING SPACES”

introduced on the 11th day of April, 2011, do now pass a first reading and that said Ordinance be further considered for final passage at a regular meeting to be held on the 25th day of April, 2011 at 7:30 PM or as soon thereafter as the matter may be reached at the regular meeting of the Borough Council in the Community Center, 725 Slocum Avenue, in the Borough of Ridgefield, and that at such time and place, all persons interested be given an opportunity to be heard concerning the same, that the Borough Clerk be and she is hereby authorized and directed to publish in The Record, a newspaper circulating in the Borough of Ridgefield said Ordinance according to law, with a notice of its introduction and passage on first reading, and of the time and place when and where said Ordinance will be further considered for final passage.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Acosta

ORDINANCE NO. 2170

“AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 375-52 DESIGNATING
HANDICAPPED PARKING SPACES”

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Ridgefield as follows:

Section I:

Section 375-52 of the Code of the Borough of Ridgefield, entitled “Designated Areas” subpart B, be and hereby is amended by the following:

1. Deleting the designated handicapped space at 585 Hillside Street, Ridgefield, New Jersey, presently appearing as Item 11 in the Ordinance.
2. Adding to the list of designated handicapped spaces an additional handicapped parking space as follows: A single parking spot adjacent to 1024 Linden Avenue, on the southerly side of Linden Avenue, beginning at a point 193 feet east from the point where the southerly side of Linden Avenue intersects with the easterly curb line of Grand Avenue, and continuing in an easterly direction along Linden Avenue a distance of 22 feet to a point lying 215 feet from the aforementioned intersection.

Section II: In all other respects, the terms, conditions and provisions of Section 375-22 of the Code of the Borough of Ridgefield are hereby ratified and affirmed.

Section III: All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Section IV: This ordinance shall take effect immediately upon passage and publication according to law.

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

ORDINANCE NO. 2171

BE IT ORDAINED by the Borough Council of the Mayor and Council of the Borough of Ridgefield that an Ordinance entitled

“AN ORDINANCE AUTHORIZING THE REVERSION TO A CALENDAR YEAR
PURSUANT TO N.J.S.A. 40A:4-3.2(b)”

introduced on the 11th day of April, 2011, do now pass a first reading and that said Ordinance be further considered for final passage at a regular meeting to be held on the 25th day of April, 2011 at 7:30 PM or as soon thereafter as the matter may be reached at the regular meeting of the Borough Council in the Community Center, 725 Slocum Avenue, in the Borough of Ridgefield, and that at such time and place, all persons interested be given an opportunity to be heard concerning the same, that the Borough Clerk be and she is hereby authorized and directed to publish in The Record, a newspaper circulating in the Borough of Ridgefield said Ordinance according to law, with a notice of its introduction and passage on first reading, and of the time and place when and where said Ordinance will be further considered for final passage.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

ORDINANCE NO. 2171

“AN ORDINANCE AUTHORIZING THE REVERSION TO A CALENDAR YEAR
PURSUANT TO N.J.S.A. 40A:4-3.2(b)”

WHEREAS, the Borough of Ridgefield currently operates on a State Fiscal Year and the Mayor and Council find it in the best interest of the residents of the Borough to revert to a calendar fiscal year; and

WHEREAS, N.J.S.A. 40A:4-3.2(b) permits a municipality to make such a revision provided all fiscal year adjustment bonds issued in connection with the state fiscal year conversion have been retired, and the municipality is poised to make such a revision; and

WHEREAS, the municipality meets all the necessary requirements to make such a revision;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Ridgefield, in the County of Bergen, that the municipality revert to a calendar year commencing January 1, 2012, utilizing a transition year from July 1, 2011 to December 31, 2011;

BE IT FURTHER ORDAINED that the Chief Financial Officer, Borough Financial Advisor and other appropriate officials are hereby authorized and directed to make the required application to the Local Finance Board and prepare and execute any documents necessary in connection with such application and approval.

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Acosta

ORDINANCE NO. 2172

BE IT ORDAINED by the Borough Council of the Mayor and Council of the Borough of Ridgefield that an Ordinance entitled

“AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 75-10 OF THE CODE OF THE BOROUGH OF RIDGEFIELD”

introduced on the 11th day of April, 2011, do now pass a first reading and that said Ordinance be further considered for final passage at a regular meeting to be held on the 25th day of April, 2011 at 7:30 PM or as soon thereafter as the matter may be reached at the regular meeting of the Borough Council in the Community Center, 725 Slocum Avenue, in the Borough of Ridgefield, and that at such time and place, all persons interested be given an opportunity to be heard concerning the same, that the Borough Clerk be and she is hereby authorized and directed to publish in The Record, a newspaper circulating in the Borough of Ridgefield said Ordinance according to law, with a notice of its introduction and passage on first reading, and of the time and place when and where said Ordinance will be further considered for final passage.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Acosta

ORDINANCE NO. 2172

“AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 75-10 OF THE CODE
OF THE BOROUGH OF RIDGEFIELD”

Section I: Section 75-10 of the Code of the Borough of Ridgefield, entitled “Salaries” subparts A, B, and C be and hereby are deleted in their entirety.

Section II: In all other respects, the terms, conditions and provisions of Section 75-10 of the Code of the Borough of Ridgefield are hereby ratified and affirmed.

Section III: All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Section IV: This ordinance shall take effect immediately upon passage and publication according to law.

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

ORDINANCE NO. 2173

BE IT ORDAINED by the Borough Council of the Mayor and Council of the Borough of Ridgefield that an Ordinance entitled

“AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 92-1, SALARIES, OF THE CODE OF THE BOROUGH OF RIDGEFIELD”

introduced on the 11th day of April, 2011, do now pass a first reading and that said Ordinance be further considered for final passage at a regular meeting to be held on the 25th day of April, 2011 at 7:30 PM or as soon thereafter as the matter may be reached at the regular meeting of the Borough Council in the Community Center, 725 Slocum Avenue, in the Borough of Ridgefield, and that at such time and place, all persons interested be given an opportunity to be heard concerning the same, that the Borough Clerk be and she is hereby authorized and directed to publish in The Record, a newspaper circulating in the Borough of Ridgefield said Ordinance according to law, with a notice of its introduction and passage on first reading, and of the time and place when and where said Ordinance will be further considered for final passage.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

ORDINANCE NO. 2173

“AN ORDINANCE AMENDING THE PROVISIONS OF SECTION 92-1, SALARIES, OF
THE CODE OF THE BOROUGH OF RIDGEFIELD”

Section I: Section 92-1 of the Code of the Borough of Ridgefield, entitled “Salaries” be and hereby is deleted in it’s entirety and replaced with the following:

The rate of compensation of each of the following officers and employees shall be in the amounts as hereinafter set forth as follows: Where a salary range is indicated, the standards to be evaluated in fixing a specific salary for a specific individual shall include education, training, professional certifications, experience, management skills as well as work and salary history and recommendations from other employers.

<u>POSITION</u>	<u>MINIMUM</u>	<u>MAXIUM</u>
Mayor		\$ 6,750
Councilpersons		\$ 4,500
Borough Clerk	\$ 30,000	\$68,000
Assistant to Borough Clerk	25,000	\$45,000
Chief Financial Officer/Treasurer	15,000	\$74,000
Assistant to Chief Financial Officer	Part time up to 28 hours: \$15 to \$30 per hour; full time: \$27,300 to \$54,600 per year	
Assistant Treasurer	15,000	\$32,000
Purchasing Agent	6,000	\$16,000
Assessor of Taxes	7,000	\$17,000
Assistant to Tax Assessor (Stipend)		\$ 1,500
Tax Searcher (Stipend)		\$ 1,000
Collector of Taxes	5,000	\$15,000
Telecommunications Coordinator	35,000	\$64,000
Board Secretaries		
Rent Leveling Commission (Month)		\$ 500
Planning Board (Month)		\$ 500
Construction Official, Building Subcode Official and Building Inspector	10,000	\$56,000
Building Subcode Official & Building Inspector	1,500	\$12,000
Electrical Subcode Official	1,500	\$9,000
Elevator Subcode Official	1,500	\$6,000
Fire Subcode Official	1,500	\$9,000

Plumbing Subcode Official	1,500	\$9,000
Building Technical Assistant(s)	25,000	\$55,000
Zoning Officer	5,000	\$15,000
Housing Inspector(s)	2,000	\$10,000
Property Maintenance Official	2,000	\$8,000
Clerks, Secretaries, Administrative Assistants	5,000	\$50,000
Magistrate	8,000	\$20,000
Municipal Court Administrator	35,000	\$60,000
Deputy Municipal Court Administrator (Stipend)		\$ 2,700
Interpreter (Voucher)	20hr	\$ 75hr
Court Recorder	10hr	\$ 15hr
Prosecutor	7,500	\$19,000
Patrol Officers		
Initial Hire Date	46,835	\$50,414
Academy	49,672	\$53,468
2 nd Year	58,834	\$63,329
3 rd Year	67,009	\$72,128
4 th Year	75,184	\$80,928
5 th Year	83,358	\$89,727
6 th Year	91,535	\$98,529
7 th Year	99,709	\$107,327
8 th Year	107,885	\$116,128
Maximum	116,059	\$124,926
Sergeants	119,314	\$128,431
Lieutenants	124,104	\$133,586
Captain	128,687	\$138,519
Detectives (Stipend)		\$ 1,000
Police Records Clerk (Stipend)		\$ 5,000
Deputy Chief of Police	125,000	\$145,000
Chief of Police	135,000	\$170,000
Emergency Management Coordinator	3,000	\$20,000
Community Service Officers	18,000	\$45,000
Fire (Prevention Bureau) Official	15,000	\$37,000
Fire Inspectors	20hr	\$ 25hr
Relocation Officer	1,000	\$3,500
Superintendent of Public Works	40,000	\$99,000
Deputy Superintendent of Public Works	25,000	\$35,000
Recycling Coordinator	3,000	\$10,000
Heavy Equipment Operator	25,000	\$75,000
Specialized Heavy Equipment Operator	25,000	\$67,000
Sweeper Operator, DPW	25,000	\$56,000
General Equipment Operator, DPW	25,000	\$48,000
Special Skills, DPW	25,000	\$74,000
Custodians, DPW	25,000	\$29,000
Foreman, DPW	33,000	\$65,000
Assistant Foreman, DPW	30,000	\$64,000

Shop Foreman, DPW	25,000	\$50,000
Mechanics, DPW	25,000	\$55,000
Chief Mechanic, DPW	30,000	\$68,500
Collection System Official	4,500	\$ 6,000
Sanitation/Recycling Foreman	30,000	\$47,000
Sanitation Driver	25,000	\$40,000
Sanitation Lifter	25,000	\$46,000
Lifter Serving as Driver for Day	½ hour overtime per day	
Recycling Monitors	10hr	\$14hr
Assistant Recreation Director and Recreation Director	5,000	\$65,000
Pool Director	5,000	\$8,000
Part-time help, all departments (per hour)	Minimum wage to \$30	

Section II: In all other respects, the terms, conditions and provisions of Chapter 92 of the Code of the Borough of Ridgefield are hereby ratified and affirmed.

Section III: All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Section IV: This ordinance shall take effect immediately upon passage and publication according to law.

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

RESOLUTION NO. 145-2011

WHEREAS, the following applicants have posted legal and engineering fees for development with the Planning Board or Zoning Board of Adjustment;

<u>Block</u>	<u>Lot</u>	<u>Applicant</u>	<u>Amount</u>	
0709	16	Sitaras, Antonios & Maria	542 Victory Ave	\$ 113.75
0107	14	Royer, Joanne	780 Morningside La.	245.00
0112	13	Celjaj Mesundin	746 Kingsland Ave	70.00
2502	10	Park Dental	560 Bergen Blvd.	45.00
0110	10	Kos, Ana	751 Kingsland Ave	1,378.75

WHEREAS, Borough professionals have determined that all required improvements have been satisfactorily completed and all fees due for services rendered have been received:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Ridgefield that the Borough Treasurer is and hereby authorized to return the balance of escrow monies to the applicant.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Castelli

RESOLUTION NO. 146-2011

BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that

FATHER STEVE CONNER

be appointed Chaplain, Ridgefield Ambulance Corps. for the remainder of 2011.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Castelli

RESOLUTION NO. 147-2011

BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that the Borough Clerk be and she is hereby authorized to advertise for bids for

POOL CONCESSION SERVICES

for the 2011 and 2012 pool season.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Mayor Suarez

RESOLUTION NO. 148-2011

BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that

KAREN REIDE

be appointed 4th Alternate New Jersey Meadowlands Commission.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Acosta

RESOLUTION NO. 149-2011

WHEREAS, the Governing Body has been advised that certain vehicles have reached the end of their useful life; and

WHEREAS, the Governing Body has determined that it is appropriate to attempt to sell these vehicles at auction; and

WHEREAS, a resolution authorizing the sale of such personal property is required pursuant to N.J.S.A. 40A:12-13.1; and

WHEREAS, the Borough has historically utilized the Port Authority of New York and New Jersey ("PA/NY-NJ") to notice such sale in accordance with N.J.S.A. 40A:12-13 and convene an auction as required by law; and

WHEREAS, the Governing Body has determined not to fix minimum prices for such vehicles nor has the Borough reserved onto itself the right to reject all bids where the highest bidder is not accepted; and

WHEREAS, such vehicles no longer bear any municipal markings (i.e., police and/or dpw) and have been repainted with white spray paint; and

WHEREAS, all other Borough property and emergency equipment have been removed from such vehicles; and

WHEREAS, the registration plates for such vehicles have been removed; and

WHEREAS, the vehicles have been delivered to the Manhattan Towing Company which vehicles are the subject of public auction by the PA/NY-NJ.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body authorizes and ratifies the sale at public auction of the following vehicles:

Vehicle Make and Model	Year	Vehicle Identification #	Registration	Mileage
Ford Crown Victoria	2004	2FAHP71W54X119962	NJ-MG602045	91,772

BE IT FURTHER RESOLVED that the notice of sale of these vehicles has been completed in accordance with N.J.S.A. 40A:12-13.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

RESOLUTION NO. 150-2011

WHEREAS, City National Bank has deposited a check in the amount of \$41,263.64 into the Suspense Account for the redemption and subsequent taxes of Tax Lien # 09-03, Block 1905 Lot 11, further known as 581 Art Lane, sold to Royal Tax Lien Services, LLC and whereas \$21,300.00 was previously deposited into the Trust Account at the time of tax sale for the premium.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that the Chief Financial Officer be and he is hereby authorized to issue and sign a check in the amount of \$41,263.64 from the Suspense Account and a check for \$21,300.00 from the Trust Account for the return of the premium;

BE IT FURTHER RESOLVED that the check in the amount of \$41,263.64 be drawn on the Borough of Ridgefield Suspense Account and the check for \$21,300.00 be drawn on the Borough of Ridgefield Trust account and be made payable to Royal Tax Lien Services, LLC and mailed to 115 West Avenue, Suite 300, Jenkintown, PA 19046.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

RESOLUTION NO. 151-2011

WHEREAS, it is in the best interest of the Borough of Ridgefield to grant authority to the Chief Financial Officer to pay certain obligations when due and owing prior to the regular payment of bills in accordance with the encumbrance accounting system which provides a tool for the CFO to use in order to certify the availability of funds under N.J.A.C. 5:30-5.7 (Local Finance Notice 2003-14):

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Ridgefield that the Chief Financial Officer be designated to pay the following as needed and is necessary for the orderly operation of the Borough of Ridgefield after receiving written approval from the chairperson of the Finance Committee:

Bergen County Taxes – Regular, Added, and Open Space
Borough Payrolls including Social Security/Medicare
Debt Payments – Bonds, Notes & Loans, Principal and Interest
Ridgefield Board of Education
Ridgefield Postmaster
Insurance Premiums – JIF and Health
Lease Payments – Previously authorized
Judgments – Previously authorized
Petty Cash
Sewer Disposal – BCUA
State or County Permit Applications
Utilities

BE IT FURTHER RESOLVED, that all payment of above category bills will be formally signed and approved at the next scheduled Council meeting.

Approved:

Anthony R. Suarez, Mayor

Attest:

Linda M. Prina,
Acting Borough Clerk

COUNCIL VOTE				
	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

RESOLUTION NO. 152-2011

BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that WILLIAM CODY ASSOCIATES, INC. be retained to conduct a comprehensive survey of the Municipal Building and Pool Complex for ADA compliance; and

BE IT FURTHER RESOLVED that William Cody Associates, Inc. will provide the Borough of Ridgefield with a report identifying the required renovations, identify items that may not be able to be corrected, and the approximate cost to correct the deficiencies found at a cost not to exceed \$2,100.00; and

BE IT FURTHER RESOLVED that the Chief Financial Officer has certified the availability of funds from the Mayor and Council Other Expense Line item of the SFY2011 Budget.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Acosta

RESOLUTION NO. 153-2011

BE IT RESOLVED, by the Mayor and Council of the Borough of Ridgefield that a
Limousine License be issued to:

YOUNG S. SEO

in accordance with Ordinance No. 1558.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Acosta

RESOLUTION NO. 154-2011

WHEREAS, the Mandatory Source Separation and Recycling Act, P.L. 1987, c.102, has established a recycling fund from which tonnage grant may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, it is the intent and the spirit of Mandatory Source Separation and Recycling Act to use the tonnage grants to develop new municipal recycling programs and to continue to expand existing programs; and

WHEREAS, the New Jersey Department of Environmental Protection has promulgated recycling regulations to implement the Mandatory Source Separation and Recycling Act; and

WHEREAS, the recycling regulations impose on municipalities certain requirements as a condition for applying for tonnage grants, including but not limited to, making and keeping accurate, verifiable records of materials collected and claimed by the municipality; and

WHEREAS, a resolution authorizing this municipality to apply for such tonnage grants for the calendar year 2010 will memorialize the commitment of this municipality to recycling and to indicate the assent of the Mayor and Council to the efforts undertaken by the municipality and the requirements contained in the Recycling Act and recycling regulations; and

WHEREAS, such a resolution should designate the individual authorized to ensure the application is properly completed and timely filed;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that the Borough of Ridgefield hereby endorses the submission of the recycling tonnage grant application to the New Jersey Department of Environmental Protection and designates Nicholas Gambardella to ensure that the application is properly filed; and

BE IT FURTHER RESOLVED that the monies received from the recycling tonnage grant be deposited in a dedicated recycling trust fund to be used solely for the purposes of recycling.

Approved:

Anthony R. Suarez, Mayor

Attest:

Linda M. Prina,
Acting Borough Clerk

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Acosta

RESOLUTION NO. 155-2011

WHEREAS, the Recycling Enhancement Act, P.L. 2007, Chapter 311, has established a recycling fund from which tonnage grants may be made to municipalities in order to encourage local source separation and recycling programs; and

WHEREAS, there is levied upon the owner or operator of every solid waste facility (with certain exceptions) a recycling tax of \$3.00 per ton on all solid waste accepted for disposal or transfer at the solid waste facility; and

WHEREAS, whenever a municipality operates a municipal service system for solid waste collection or provides for regular solid waste collection service under a contract awarded pursuant to the "Local Public Contracts Law", the amount of grant monies received by the municipality shall not be less than the annual amount of recycling tax paid by the municipality except that all grant monies received by the municipality shall be expended only for its recycling program;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that the Borough of Ridgefield hereby certifies a submission of expenditure for taxes paid pursuant to P.L.2007, Chapter 311, in 2010 in the amount of \$12,394.35. Documentation supporting this submission is available at 604 Broad Avenue and shall be maintained for no less than five years from this date.

Approved:

Anthony R. Suarez, Mayor

Attest:

Linda M. Prina,
Acting Borough Clerk

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

RESOLUTION NO. 156-2011

WHEREAS, on March 28, 2011 Resolution 132-2011 adopted by the Mayor and Council of the Borough of Ridgefield cancelling taxes for 2009 on Block 2607, Lot 3; and

WHEREAS, the amount listed in said resolution was incorrectly listed as \$3,351.34;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that taxes be cancelled for 2009 on Block 2607, Lot 3 in the amount of \$4,762.32.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Mayor Suarez

RESOLUTION NO. 157-2011

WHEREAS, vaccines are among the most successful and cost-effective public health tools available for preventing disease and death; and

WHEREAS, vaccines not only help protect vaccinated individuals, but also help protect entire communities by preventing and reducing the spread of infectious diseases; and

WHEREAS, national immunization levels are at or near record highs for most vaccines and most vaccine-preventable diseases have been reduced by 99 percent or more since the introduction of vaccines; and

WHEREAS, these diseases still exist and continued vaccination is necessary to protect everyone, from potential outbreaks; and

WHEREAS, children need a series of vaccinations, starting at birth, to be fully protected against fourteen potentially serious diseases before age two; and

WHEREAS, National Infant Immunization Week (NIIW) focuses local and national attention on the importance of protecting infants and toddlers from vaccine-preventable diseases; and

WHEREAS, in the sixteen years since its inception, National Infant Immunization Week (NIIW) has served as a call to parents, caregivers, and healthcare providers to participate in activities and recognition events to increase the awareness of immunizing children before their second birthday; and

WHEREAS, this year, during NIIW, the Ridgefield Board of Health, Borough of Ridgefield will join the state of New Jersey in support of Vaccination Week in the Americas to promote immunization throughout the State and Country; and

WHEREAS, the week of April 23-April 30, 2011 has been declared National Infant Immunization Week to help ensure that children have all their vaccinations by the age of two.

NOW, THEREFORE, I, Mayor Anthony R. Suarez, do hereby proclaim the week of April 23-April 30, 2011 as

NATIONAL INFANT IMMUNIZATION WEEK

in the Borough of Ridgefield and upon the people of the Borough of Ridgefield to observe this month with appropriate programs, activities, and ceremonies supporting this year’s theme, “Love them. Protect them. Immunize them.” I also encourage public and private health care providers, parents, and children’s caregivers in the Borough of Ridgefield to advance the health of children by ensuring early and on-time immunizations against preventable childhood diseases.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

 Anthony R. Suarez, Mayor

 Linda M. Prina,
 Acting Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

RESOLUTION NO. 158-2011

WHEREAS, the annual audit of the books, accounts and financial transactions of the Borough of Ridgefield for Fiscal Year 2010 has been completed; and

WHEREAS, the Local Finance Board requires that the Chief Financial Officer of the local unit promulgates a Corrective Action Plan based on the Recommendations of the Registered Municipal Accountant;

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Mayor and Council hereby approves the Corrective Action Plan formulated by Joseph Luppino, Chief Financial Officer of the Borough of Ridgefield, which plan is attached hereto and made a part hereof.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

Borough of Ridgefield
Bergen County
604 Broad Ave.
Ridgefield, NJ 07657

Audit Report Fiscal Year June 30, 2010

Joseph Luppino, CFO

CORRECTIVE ACTION PLAN

SCHEDULE OF AUDIT FINDINGS

Prior Year Finding Unresolved

PRIOR YEAR GENERAL COMMENTS 1

Trust Fund Escrow deposits and reserves per Borough subsidiary records are not reconciled with general ledger account balances and bank statements.

Recommendation:

Reconcile Other Trust Fund General Ledger to the bank account reconciliations and subsidiary records on a monthly basis.

Explanation and Corrective Action:

The CFO will reconcile and review all escrow accounts to the audit report and reconcile to the general ledger. In addition, the Borough has opened an Accu-Track Escrow Management account which will assist in the reconciliation and escrow management.

PRIOR YEAR GENERAL COMMENTS 2

Certain municipal departments do not issue prenumbered receipts for monies collected and certain application, licenses and permits are not prenumbered. With the exception of the Police and Fire Prevention Departments, monthly department reports were not always filed.

Recommendation:

Review and enhance internal control over department financial recordkeeping to ensure a standardized revenue accounting and reporting system.

PRIOR YEAR GENERAL COMMENT (Continued)

Explanation and Corrective Action:

CFO and Treasurer will meet with department heads of Parks & Recreation, Building and Health to implement a standardized revenue accounting and reporting system.

PRIOR YEAR GENERAL COMMENT 3

Several entries were not recorded in the Borough Clerk's cash receipt ledger. Prenumbered receipt tickets entered into the cash receipt ledger had receipt tickets missing.

Recommendation:

Internal controls over revenue collection procedures in the Borough Clerk's office be reviewed and revised to ensure monies collected are recorded and deposited in a timely manner. Pre-numbered receipts will be issued for cash received in person or in the mail.

Explanation and Corrective Action:

Treasurer will review internal control procedures with the Borough Clerk to ensure Monies collected are recorded and deposited in a timely manner and pre-numbered receipts are properly utilized.

PRIOR YEAR GENERAL COMMENT 4

The Borough's salary ordinance revealed police officers' salaries are not included as part of the approved salary and compensation ordinance.

Recommendation:

The Borough's salary and compensation ordinance be amended to include all police officers' salary level.

Explanation and Corrective Action:

The Borough will amend the salary and compensation ordinance, by May 2011 to include all police Officers' salary guide from the current PBA contract.

PRIOR YEAR GENERAL COMMENT 5

The Borough's Affordable Housing Reserve annual financial report was not filed with the State Council on Affordable Housing for the current year and prior year.

PRIOR YEARS GENERAL COMMENTS -UNRESOLVED

GENERAL COMMENTS

Recommendation:

File fiscal year 2009 and 2010 State Council Affordable Housing Annual Report with the State Council on Affordable Housing.

Explanation and Corrective Action

The Treasurer filed Affordable Housing Annual report for fiscal year 2009 and 2010 on February 2011. No further action needed.

PRIOR YEAR GENERAL COMMENT

Political contribution disclosure forms were not obtained for certain vendor's contracts that exceeded \$17,500.

Recommendation:

Obtain political contribution disclosure forms for all vendors whose contract exceeds \$17,500.

Explanation and Corrective Action

Purchasing agent began in December 2010 monitoring contracts over \$17,500 to obtain political disclosure forms from vendors.

PRIOR YEAR GENERAL COMMENT

Municipal Court checking account has instances where checks were issued with only one signature, whereas two are required.

Recommendation:

All bank account checks issued by the Municipal Court contain two required authorized signatures.

Explanation and Corrective Action:

Treasurer will inform Court Administrator on having two required authorized signatures on all checks.

Current Year Finding –2010-1

H1N1 grant proceeds were contra against the Board of Health budget appropriation.

Recommendation:

Anticipate all grants as revenue in the budget with offsetting budget appropriation line account and not be a contra against existing budget appropriation line accounts.

Explanation and Corrective Action:

The Borough of Palisades Park was the lead municipality of the H1NI. The Borough of Ridgefield did not receive the grant documentation from Palisades Park on a timely manner so the CH159 was not established. Treasurer will request the grant documentation from the Borough or Palisades Park prior the close of the fiscal year.

Current Finding: 2010-3

Several approved increases to employee's base salaries were in excess of the salary range in the approved salary ordinance.

Recommendation:

The Borough review the salary and compensation ordinance to ensure all salary ranges cover actual amounts approved for employee's base salaries.

Explanation and Corrective Action:

In May 2011, the Treasurer updated the Salary Ordinance salary ranges.

Current Finding: 2010-4

The vendor report did not include payments made to all vendors and therefore was not in agreement with the check register total for the fiscal year. In addition, the detail vendor report and summary vendor report total were not in agreement.

CURRENT FINDINGS: (Continued)

Recommendation:

All vendor payments are reflected in the vendor Report.

Explanation and Corrective Action:

The vendors that were coded one time vendors payments are not recorded in the Vendor Summary report. The software vendor is correcting the issue. In addition, Starting January of 2011 on monthly basis the bill's list payment is reconciled to the Vendor Summary list.

Current Finding: 2010-5

The Borough does not have formal written petty cash policy or a formal written policy on the use of store and gas cards by Borough employees.

Recommendation:

The Borough approve a formal written policy for petty cash funds and the use of store and gas cards by Borough employees.

Explanation and Corrective Action:

The Treasurer and CFO will formulate a formal written policy for petty cash funds and the use of store and gas cards by Borough employees for the approval of the Mayor and Council. Employee use of petty cash and gas cards will be monitored by Department Heads and Treasurer. Expected implementation is May of 2011,

Current Finding: 2010-6

The report from the Office of the State Comptroller's Office noted deficiencies in the procurement procedures over personal service contract awards and management of services rendered under such contracts. It was noted the Borough approved a corrective action plan to address these deficiencies; however formal written policies were not adopted.

Current Finding: 2010-6 (continued)

Recommendation:

The Borough shall develop and approve formal written policies to address the procurement and management procedures deficiencies of its professional service contracts noted in the report of the Office of the State Comptroller to ensure continued compliance in future years

Explanation and Corrective Action

There have been ongoing correspondences with the State Comptroller office for the purpose of bringing the Borough into compliance with state statutes and Best Practice Purchasing Policies. The Borough has implemented an committee to review and score professional service procurement. The Borough Purchasing Agent will be responsible for overseeing the procurement committee.

Audit Recommendations not included in Findings

In certain instances, goods were ordered and services rendered prior to the issuance of an approved purchase order.

Recommendation:

Review internal controls to ensure approved purchase orders are issued prior to ordering of goods and services and commitment of Borough funds.

Explanation and Corrective Action:

The Borough does not have the manpower to have a centralized purchasing department, therefore the Purchasing Agent will inform all Department Heads to issue a purchase order encumbering Borough funds prior to ordering goods and services. In addition, the Treasurer will send letters to vendors the Borough have used in the past requesting the vendors not to place any orders unless they are in possession of an approved purchase order. The Borough's Purchasing Agent implemented in 2010 an Emergency Purchasing Policy for emergency purchasing which will enhance the purchasing internal controls of the Borough. The Purchasing Agent will issue blanket purchase orders for recurring costs such as utilities, county taxes and insurance, etc.

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

RESOLUTION NO. 159-2011

WHEREAS, the Borough of Ridgefield operates under a State Fiscal Year pursuant to N.J.S.A. 40A:4-3.2; and

WHEREAS, State law now allows municipalities that operate under a State Fiscal Year to revert to a Calendar Fiscal Year upon approval of an application to the Local Finance Board and passage of an ordinance authorizing the reversion; and

WHEREAS, the Mayor and Council has considered the matter of reverting to a Calendar Fiscal Year and have found that the reversion is in the best interest of the Borough of Ridgefield;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield as follows:

Section 1: That the Borough Financial Advisor is directed to prepare and submit of behalf of the Mayor and Council an application to the Local Finance Board as required by the Board; and

Section 2: The application to the Local Finance Board is hereby approved, and the Chief Financial Officer, along with other representatives of the Borough of Ridgefield are hereby authorized to submit such application and to represent the Borough of Ridgefield in matters pertaining thereto.

Section 3: The Certification of the Chief Financial Officer of the Borough of Ridgefield, is incorporated into this Resolution as a certification of the truth and accuracy of the facts submitted in the application for Calendar Fiscal Year Reversion.

Section 4: The Clerk of the Borough of Ridgefield is hereby directed to file a copy of this Calendar Fiscal Year Reversion resolution as part of the application with the Local Finance Board.

Section 5: The Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by law.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk

C
ertification of Clerk:

The foregoing is a true copy of a resolution on Calendar Fiscal Year Reversion adopted by the Mayor and Council of the Borough of Ridgefield on April 11, 2011.

(Signature and seal of Clerk)

Date

Certification of Chief Financial Officer:

I, Joseph Luppino, Chief Financial Officer of the Borough of Ridgefield in the County of Bergen do hereby declare:

1. That the documents submitted herewith and the statements contained herein are true to the best of my knowledge and belief; and
2. That this application was considered, confirmed and approved, by this Resolution by the governing body of the Borough of Ridgefield on April 11, 2011

(Signature of Chief Financial Officer)

Date

The undersigned, being the Chief Financial Officer of the Borough of Ridgefield, County of Bergen, New Jersey, and the person charged with the responsibility of maintaining financial records of said Borough in accordance with N.J.S.A. 40:4-57 and the rules of the Local Finance Board of the State of New Jersey adopted thereunder, does hereby certify that there are adequate funds available for the payment of the attached list of invoices, duly adopted by said Borough, and which said list indicates the specific line item of said budget to which expenditures shall be charged.

Joseph Luppino,
Chief Financial Officer

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting April 11, 2011

Presented by Councilman Jimenez

RESOLUTION NO. 160-2011

BE IT RESOLVED, that warrants totaling \$465,515.39
be drawn on the following accounts:

CURRENT	\$437,565.57
TRUST	\$24,989.90
CAPITAL	\$1,100.00
POOL	\$1,110.55
AGED ITEMS	\$749.37
TOTAL	\$465,515.39

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Todd				
Vincentz				
Severino				
Acosta				
Jimenez				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Prina,
Acting Borough Clerk