

BOROUGH OF RIDGEFIELD

A G E N D A

Special Meeting of the Mayor and Council

Date: August 2, 2017

Open Public Meetings Statement by Mayor Suarez

Public Session: 6:30 P.M. C.T.O.: 6:32 P.M.  
Adjourn: 7:05 P.M.

Pledge of Allegiance

Citizens Comment on Agenda:

**ROLL CALL-PUBLIC SESSION**

	<b>PRESENT</b>	<b>ABSENT</b>
Mayor Suarez	X	
Castelli	X	
Acosta	X	
Penabad	X	
Shim	X	
Jimenez	X	
Kontolios	X	

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As advertised hearing will be held on Ordinance No. 2326 entitled, "AN ORDINANCE ESTABLISHING A COMMUNITY FORESTRY MANAGEMENT PLAN"

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

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Introduction of Ordinance No. 2327 entitled, "AN ORDINANCE AMENDING THE PROVISIONS OF CHAPTER 133, "ANTI-BULLYING POLICY PROCEDURES AND PROGRAMS"

First Reading of Ordinance

Roll Call

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**CONSENT AGENDA:**

181-2017	Councilman Acosta	Authorize Maser Consulting Proposal – Abbott Avenue Roadway Improvements
182-2017	Councilman Acosta	Authorize Maser Consulting Proposal – Ray and Virgil Avenue Roadway Improvements
183-2017	Councilman Acosta	Authorize Maser Consulting Proposal – Edgewater Avenue Sanitary Sewer Rehabilitation
184-2017	Councilman Acosta	Shared Service Agreement with County of Bergen-Roadway Resurfacing
185-2017	Mayor Suarez	Community Development Representatives
186-2017	Councilman Jimenez	Appoint Qualified Purchasing Agent
187-2017	Councilman Acosta	Liquor License Renewal-13 ½ Winners
188-2017	Councilman Jimenez	Corrective Action Plan
191-2017	Councilman Castelli	Authorize Pool Concession Stand Contract
192-2017	Councilman Acosta	Authorize to Advertise – Various Projects

**COUNCIL VOTE**

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

**RESOLUTIONS:**

189-2017	Councilman Jimenez	Redemption of Tax Title Lien 17-07
190-2017	Councilman Jimenez	Redemption of Tax Title Lien 17-08
193-2017	Councilman Jimenez	Warrants

**COMMENTS BY MAYOR:**

**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. Silvestri,  
Borough Clerk

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Kontolios

ORDINANCE NO. 2326

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

“AN ORDINANCE ESTABLISHING A COMMUNITY FORESTRY  
MANAGEMENT PLAN”

introduced on the 5<sup>th</sup> day of July 2017, 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	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

Approved:

Attest:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting July 5, 2017

Presented by Councilman Kontolios

ORDINANCE NO. 2326

“AN ORDINANCE ESTABLISHING A COMMUNITY FORESTRY  
MANAGEMENT PLAN”

WHEREAS, the State of New Jersey has adopted the New Jersey Shade Tree and Community Forestry Assistance Act, *N.J.S.A. 13:1L-17.1*, et. seq.; and

WHEREAS, pursuant to that act, local communities are encouraged to develop a community forestry management plan; and

WHEREAS, the adoption of said plan will enable the Borough of Ridgefield to limit its liability in connection with certain tree related incidents and losses; and

WHEREAS, it is in the best interests to adopt a community forestry management plan;

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

Section I:

The Borough of Ridgefield hereby adopts an updated community forestry management plan in the form as annexed hereto and incorporated into this ordinance, with the understanding that the plan hereby sets forth the goals, intentions and plans going forward of the Borough of Ridgefield as it relates to tree preservation and forestry, and will be implemented by the adoption of specific ordinances and resolutions related thereto.

Section II.

This ordinance shall take effect upon final publication according to law.

Section III:

All ordinances or parts of ordinances inconsistent or in conflict with this Ordinance are hereby repealed as to said inconsistencies and conflicts.

Section IV.

If any section, part of any section, or clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the remaining provisions of this Ordinance, and each section and subsection thereof, irrespective of the fact that any one or more of the subsections, sentences, clauses or phrases may be declared unconstitutional or invalid.

Section V.

This Ordinance shall take effect immediately upon passage and publication according to law.

Approved:

Attest:

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Anthony R. Suarez, Mayor

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Linda M. Silvestri,  
Borough Clerk

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Jimenez

ORDINANCE NO. 2327

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 CHAPTER 133, “ANTI-BULLYING POLICY PROCEDURES AND PROGRAMS”

introduced on the 2<sup>nd</sup> day of August, 2017, do now pass a first reading and that said Ordinance be further considered for final passage at a special meeting to be held on the 6<sup>th</sup> day of September, 2017 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	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

Approved:

Attest:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Jimenez

ORDINANCE NO. 2327

"AN ORDINANCE AMENDING THE PROVISIONS OF CHAPTER 133, "ANTI-BULLYING  
POLICY PROCEDURES AND PROGRAMS"

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

Section I:

The provisions of Section 133-6, entitled "Anti-Bullying Committee", be and hereby are amended by deleting Subpart A in its entirety and replacing same with the following:

A. The Borough hereby establishes an Anti-Bullying Committee (hereinafter "The Committee"), to be charged with responding to reports of bullying, investigating reports of bullying and, where warranted, determining appropriate responses to incidents of bullying, including remedial action and consequences as deemed appropriate. The Committee shall also be charged with investigating and implementing programs and methods to inform and educate the various segments of the Ridgefield community about bullying, its effects and ways and methods to deal with same. The Committee shall consist of seven members and four alternates to be appointed by the Mayor with the advice and consent of the Council. One of the members shall be a high school student, between the ages of 14 and 18. Committee members and alternates shall serve for a three-year term to run on a calendar-year basis. The initial appointment of the Committee will have staggered terms so that two persons are appointed for a three-year term, two persons for a two-year term, and three persons for a one-year term so that thereafter for each successive year two members of the Committee will be up for reappointment for a three-year term. The initial appointment of alternate members of the Committee will be one year. Vacancies shall be filled in the same manner as the appointment, to fill the unexpired term of the member who has left office.

Section II.

This ordinance shall take effect upon final publication according to law.

Section III:

All ordinances or parts of ordinances inconsistent or in conflict with this Ordinance are hereby repealed as to said inconsistencies and conflicts.

Section IV.

If any section, part of any section, or clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the remaining provisions of this Ordinance, and each section and subsection thereof, irrespective of the fact that any one or more of the subsections, sentences, clauses or phrases may be declared unconstitutional or invalid.

Section V.

This Ordinance shall take effect immediately upon passage and publication according to law.

Approved:

Attest:

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Anthony R. Suarez, Mayor

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Linda M. Silvestri,  
Borough Clerk

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Acosta

RESOLUTION NO. 181-2017

WHEREAS, there is a need for Civil Engineering Services for design through grant submission of the project known as Abbott Ave (Slocum Avenue to Maple Avenue) Roadway Improvements within the Borough of Ridgefield; and

WHEREAS, Maser Consulting P.A., 400 Valley Road, Suite 304, Mount Arlington, NJ 07856 was awarded the contract as Borough Engineer on Resolution 86-2017 through Borough Engineer, Engineering, has submitted a Proposal dated May 17, 2017 for Civil Engineering Services at a lump sum cost not to exceed \$22,750.00; and

WHEREAS, it is in the best interests of the Borough of Ridgefield to proceed with the aforementioned project;

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

1. The Mayor and the Borough Clerk be and hereby are authorized and directed to execute the attached Professional Services Agreement with Maser Consulting P.A. as required by law.
2. The within contract has been awarded pursuant to a "fair and open process" pursuant to the provisions of *N.J.S.A. 19:44A-20.4, et. seq.*
3. A notice of this action shall be printed in *The Record*.
4. FURTHER RESOLVED, that funding for the payment herein authorized shall be paid from the Capital Fund Account Number 04-2150-55-2325-002 in an amount not to exceed \$22,750.00, as evidenced by the Chief Finance Officer's Certificate of Sufficient Funding attached hereto; and that a duly executed copy of this resolution will be filed in the Office of the Borough Clerk.

Approved:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

Attest:

\_\_\_\_\_  
Linda M. Silvestri, Borough Clerk

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Acosta

RESOLUTION NO. 182-2017

WHEREAS, there is a need for Civil Engineering Services for design through grant submission of the project known as Ray Avenue & Virgil Avenue Roadway Improvements within the Borough of Ridgefield; and

WHEREAS, Maser Consulting P.A., 400 Valley Road, Suite 304, Mount Arlington, NJ 07856 was awarded the contract as Borough Engineer on Resolution 86-2017 through Borough Engineer, Engineering, has submitted a Proposal dated May 17, 2017 for Civil Engineering Services at a lump sum cost not to exceed \$23,500.00; and

WHEREAS, it is in the best interests of the Borough of Ridgefield to proceed with the aforementioned project;

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

1. The Mayor and the Borough Clerk be and hereby are authorized and directed to execute the attached Professional Services Agreement with Maser Consulting P.A. as required by law.
2. The within contract has been awarded pursuant to a "fair and open process" pursuant to the provisions of *N.J.S.A. 19:44A-20.4, et. seq.*
3. A notice of this action shall be printed in *The Record*.
4. FURTHER RESOLVED, that funding for the payment herein authorized shall be paid from the Capital Fund Account Number 04-2150-55-2325-001 in an amount not to exceed \$23,500.00, as evidenced by the Chief Finance Officer's Certificate of Sufficient Funding attached hereto; and that a duly executed copy of this resolution will be filed in the Office of the Borough Clerk.

Approved:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

Attest:

\_\_\_\_\_  
Linda M. Silvestri, Borough Clerk

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Acosta

RESOLUTION NO. 183-2017

WHEREAS, there is a need for Civil Engineering Services for design through construction inspection of the project known as Edgewater Ave Sanitary Sewer Rehabilitation within the Borough of Ridgefield; and

WHEREAS, Maser Consulting P.A., 400 Valley Road, Suite 304, Mount Arlington, NJ 07856 was awarded the contract as Borough Engineer on Resolution 86-2017 through Borough Engineer, Engineering, has submitted a Proposal dated May 17, 2017 for Civil Engineering Services at a lump sum cost not to exceed \$14,500.00; and

WHEREAS, it is in the best interests of the Borough of Ridgefield to proceed with the aforementioned project;

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

1. The Mayor and the Borough Clerk be and hereby are authorized and directed to execute the attached Professional Services Agreement with Maser Consulting P.A. as required by law.
2. The within contract has been awarded pursuant to a "fair and open process" pursuant to the provisions of *N.J.S.A. 19:44A-20.4, et. seq.*
3. A notice of this action shall be printed in *The Record*.
4. FURTHER RESOLVED, that funding for the payment herein authorized shall be paid from the Capital Fund Account Number 04-2150-55-2325 in an amount not to exceed \$14,500.00, as evidenced by the Chief Finance Officer's Certificate of Sufficient Funding attached hereto; and that a duly executed copy of this resolution will be filed in the Office of the Borough Clerk.

Approved:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

Attest:

\_\_\_\_\_  
Linda M. Silvestri, Borough Clerk

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Acosta

RESOLUTION NO. 184-2017

WHEREAS, the County of Bergen has proposed a Shared Services Agreement with the Borough of Ridgefield in connection with the resurfacing of the county roads within the Borough; and

WHEREAS, the Borough Administrator and Superintendent of Public Works have reviewed the Shared Services Agreement; and

WHEREAS, the Borough Administrator and Superintendent of Public Works recommend that the Borough of Ridgefield approve and executed the Shared Services Agreement with the County of Bergen as indicated above;

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

1. The agreement entitled “Shared Services Agreement, County Road Resurfacing”, and attached hereto be and is hereby approved.
  
2. The Mayor and Borough Clerk be and they hereby are authorized and directed to execute same on behalf of the Borough of Ridgefield and to forward a copy of same to the County of Bergen for execution by that body.

**COUNCIL VOTE**

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

Approved:

Attest:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk

**SHARED SERVICES AGREEMENT**  
**County Road Resurfacing**

The County of Bergen ("County") and the \_\_\_\_\_ ("Municipality") agree to the following procedures and conditions in connection with the County's Road Resurfacing Program:

1. **Prerequisites.** As a prerequisite to and in consideration of the County's scheduling of road resurfacing within the Municipality, the Municipality agrees to:
  - a. inspect the conditions of all curb ramps and crosswalk locations, make any repairs/replacements before the road is scheduled for resurfacing, and identify any locations at which the Municipality requests the County to install asphalt berms.
  - b. inspect all sanitary sewer manholes and frames and either:
    - i. verify that the manholes and frames are in good condition; or
    - ii. for any manhole frames that requires replacement, notify the County's representative. The County will provide the labor, at no cost to the Municipality, to replace the manhole frame(s) provided that the Municipality supplies the frames a minimum of seven calendar days in advance of the County's schedule for the commencement of road milling.
2. **ADA Compliance.** NJDOT and Federal ADA regulations require compliance with the Americans with Disabilities Act (ADA) at all altered crosswalk locations along the resurfaced county roads which have public sidewalks. Once constructed, the Municipality is responsible for the maintenance of all curb ramps and detectable warning surfaces as N.J.S.A. 27:16-8 limits the County's maintenance responsibility to improved road areas between the curb lines.
3. **Funding of ADA Compliance.** The County of Bergen has established engineering design and capital improvement cooperatives for the funding of ADA design and construction. As a prerequisite to the County's scheduling of road resurfacing within the Municipality, the municipality must first comply with the following:
  - a. ADA Engineering Design Grant Program – Freeholder Resolution No. 676-12. The Municipality must execute a Design Grant Program agreement and the Municipal Engineer must:
    - i. work with County personnel to identify and quantify the curb ramp locations that require replacement prior to resurfacing; and
    - ii. design the proposed improvements and certify the ADA improvements are in full compliance with ADA regulations, including ensuring that ramps are set at the proper grade to prevent pooling of water; and

Exhibit A

- iii. inspect the completed ADA improvements and certify full compliance with ADA regulations upon completion of curb ramp construction and prior to reimbursement by the County.
  - b. ADA Cooperative Concrete Construction – Freeholder Resolution 677-12. The Municipality must first:
    - i. Either enter into a Concrete Construction Contract with the successful bidder of the County’s ADA Cooperative Concrete Construction bid or, if the Municipality can obtain lower pricing, hire its own contractor.
    - ii. be responsible for all costs outside the scope of the countywide curb ramp construction contract, including work beyond the ramp limits directed by the Municipality and any local police protection.
- 4. **Crosswalks, Striping, and Parking Stalls.** After resurfacing, the County will restripe the roadways, installs traffic markings and symbols, and replace crosswalks and parking stalls, subject to the following:
  - a. The County will mark, where appropriate, the center line, edge lines, and other longitudinal markings on County roads. The County will be responsible for maintaining these markings. However, the Municipality shall be responsible for repairing or replacing any such markings subsequently damaged or removed by the Municipality or the Municipality’s contractors.
  - b. The County will install thermoplastic traffic markings and symbols across the County road and across the intersecting municipal road at municipal intersections with traffic signals, and will replace crosswalk markings only if the crosswalks terminate at curb ramps that comply with ADA regulations. Once installed, the Municipality is responsible for the maintenance, repair, and replacement of these markings and symbols across both the County Road and across the intersecting municipal road unless it is a signalized intersection under County jurisdiction.
  - c. The County will replace parking stall markings along the resurfaced County roads as directed by the Municipality. The Municipality shall be responsible for ensuring compliance with the Manual on Uniform Traffic Control Devices, and shall defend, indemnify, and hold the County harmless for any violation thereof. Once installed, the Municipality shall be responsible for maintenance, repair, and replacement of these markings.
  - d. If the Municipality plans a streetscape project, the County recommends using stamped or imprinted crosswalks and that these crosswalks be completed *after* the roadway is resurfaced. Crosswalks made from raised materials such as pavers or other types of concrete blocks and headers, or very thick layers of extruded thermoplastic materials, are not recommended. Should the Municipality install

**Exhibit A**

crosswalks of this type, then it is the Municipality's responsibility to maintain them at all times.

- 5. Intersections with Municipal Roads.** Pursuant to N.J.S.A. 27:16-8, the County is only responsible for maintaining County roads between the curb lines. Where no curb exists on a County road, the term curb line refers to the edge of pavement. At intersections, the curb line refers to the imaginary line created by extending the curb or edge of pavement of the County road across the intersection with the municipal road. By executing this agreement, the Municipality agrees and acknowledges that the County does not own, control, maintain, or have any duty to maintain, any portion of the right of way beyond the curb line of the County road, including any right of way that may extend onto a municipal road, except as may otherwise be provided in a formal agreement or resolution of the County Planning Board. The County will, at the Municipality's request, and solely as a courtesy to the Municipality, pave into an intersecting municipal road to meet the prior paving joint or to ensure a smooth pavement transition as directed by the municipality's authorized representative, and, subject to Paragraph 4, "Crosswalks, Striping, and Parking Stalls" above, install traffic markings and symbols and replace crosswalk markings on a municipal road at the intersection with a County road. The Municipality agrees that, notwithstanding this courtesy extended by the County, it is solely the Municipality's responsibility to improve, maintain, and control the intersecting municipal road beyond the curb line of the County road, and that the County is not exercising ownership, control, or accepting any maintenance obligation over any portion of the municipal road by virtue of such paving or other improvements on the municipal road beyond the curb line of the County Road. In consideration for the County agreeing to pave into or make other improvements on the intersecting municipal road, the Municipality hereby agrees to indemnify, defend, save harmless, and release the County, its officers, employees, agents, and contractors, from and against any and all claims, demands, actions, suits, judgments, costs, charges, fees, damages and expenses, including reasonable attorney's fees, which may arise or result from a condition of the intersecting municipal road beyond the curb line of the County Road, including attorney's fees and costs incurred in any appeal.
- 6. Asphalt Berms.** As a courtesy to the Municipality for the sole purpose of directing surface water away from adjacent properties, when repaving a County road with no existing curbs or sidewalks, the County may, at the request of the Municipality and where directed by the municipality's authorized representative, construct asphalt berms at the edge of the County road pavement, within the public right of way, during the primary lay-down of road surface. The Municipality agrees, in consideration for the County's efforts and costs in construction of such berms, that the Municipality shall thereafter assume all responsibility for maintenance, repair, and replacement for the berms and that the County shall not be required to maintain, repair, or replace any such berm the County has constructed. The Municipality hereby agrees to indemnify, defend, save harmless, and release the County, its officers, employees, agents, and contractors, from and against any and all claims, demands, actions, suits, judgments, costs, charges, fees, damages and expenses, including reasonable attorney's fees, which may arise or the County may incur

as a result of the County's construction of asphalt berms as directed by the Municipality. This provision shall extend to the County regardless of the structure or workmanship of the County constructed asphalt berms, and shall expressly include any claim that the berm, howsoever it is maintained, is a dangerous condition under the New Jersey Tort Claims Act.

7. **Traffic Control.** The County uses NJDOT monies to fund the resurfacing program. NJDOT rules require that the contractor set up and maintain a proper and safe work zone with properly trained flagmen at each work location. NJDOT does not permit the use of funds to pay for uniformed police protection. However there are circumstances where the use of uniformed police officers may be required for safe traffic control.
  - a. The Municipality shall provide uniformed police officers, and be solely responsible for the cost thereof, in the following circumstances:
    - i. When intersecting roadways cannot be fully closed to traffic during installation of underground traffic signal conduit; installation of underground storm-water drainage systems; installation of new overhead traffic signal hardware or removal of existing traffic signal hardware; work is being performed within 100' of a signalized intersection; pavement milling operations; final paving operations; and signal "turn-on."
    - ii. When requested by the County Division of Engineering or Department of Public Works.
  - b. Nothing herein shall prohibit the Municipality from assigning Municipal uniformed police officers for additional protection on its own initiative, over and above the contractor's responsibilities, at the Municipality's sole cost and expense.
  - c. The Municipality agrees that the aforementioned traffic control procedure shall apply to all future work by the County of Bergen, and its contractors, performing work that is a County responsibility within public right-of-ways of County roads.
8. **Road Opening Permits.** The Municipality agrees that once a County road is resurfaced, the Municipality will procure a road opening permit for any Municipality controlled project or Municipal utility company project. The Municipality agrees to meet all requirements and specifications the restoration of the County's roads.
9. **Terms Defined:** Unless otherwise apparent from the context, the terms used herein shall have the meanings set forth in the 2009 edition of the Manual on Uniform Traffic Control Devices for Streets and Highways ("MUTCD"), including its 2012 revisions.
10. **Approval.** This Agreement has been approved by the governing bodies of the County and the Municipality, pursuant to N.J.S.A. 40A:65-5.

Exhibit A

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the dates signed below.

WITNESSED

COUNTY OF BERGEN

\_\_\_\_\_

By: \_\_\_\_\_  
James J. Tedesco, III  
County Executive

Date: \_\_\_\_\_

WITNESSED

Municipality: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit A

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Mayor Suarez

RESOLUTION NO. 185-2017

WHEREAS, the Borough of Ridgefield has entered into a Three Year Cooperative Agreement with the County of Bergen as provided under the Interlocal Services Act (N.J.S.A. 40A:8A-1 et seq.) and Title I of the Housing and Community Development Act of 1974; and

WHEREAS, said Agreement requires that one Municipal Representative be appointed by the Mayor and one Representative by appointed by the Governing Body of the community to be part of the Community Development Regional Committee for the term of one year coinciding with the fiscal year July 1 through June 30;

NOW, THEREFORE, BE IT RESOLVED that the Mayor hereby appoints

HUGO JIMENEZ

as his representative to participate on the Community Development Committee; and

CARLO OROPESA

as the Mayor's alternate on said committee.

BE IT FURTHER RESOLVED that the Governing Body hereby appoints

RUSSELL CASTELLI

as its representative to participate on the Community Development Committee; and

RAY PENABAD

as the Governing Body alternate on said committee.

Approved:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

Attest:

\_\_\_\_\_  
Linda M. Silvestri, Borough Clerk

**COUNCIL VOTE**

	YES	NO	ABSTAIN	ABSENT
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Jimenez

RESOLUTION NO. 186-2017

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

DIANE SHERRY

be appointed Qualified Purchasing Agent for the remainder of 2017 at the annual salary of 10,000.00 effective August 1, 2017.

**COUNCIL VOTE**

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

Approved:

Attest:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Acosta

RESOLUTION NO. 187-2017

BE IT RESOLVED, that Liquor Licenses be issued to the following applicants pursuant to an Act of Legislature of the State of New Jersey, entitled, "AN ACT CONCERNING ALCOHOLIC BEVERAGES" passed December 6, 1953 and amendments thereto, and the Borough Ordinance 498 entitled, "AN ORDINANCE CONCERNING ALCOHOLIC BEVERAGES" adopted July 2, 1946, and amendments thereto, such licenses to expire July 1, 2017 and paid to June 30, 2018

NAME OF LICENSEE

ADDRESS

STATE LICENSE

***PLENARY RETAIL CONSUMPTION***

13 ½ Winners

0249-33-009-010

**COUNCIL VOTE**

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

Approved:

Attest:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Jimenez

RESOLUTION NO. 188-2017

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit it cause an annual audit of its books, accounts and financial transactions to be made and completed within six months after the close of its fiscal year; and,

WHEREAS, the audit for the fiscal year ending December 30, 2016 was presented to the governing body on July 17, 2017; and,

WHEREAS, in accordance with OMD Circular A-133, 98-07, and Local Finance Notice CFP 97-16, all local government units must prepare and submit a Corrective Action Plan as part of the annual audit process; and,

WHEREAS, the Corrective Action Plan cover all findings and recommendations, including state, federal, and general of financial statement finding in the audit report; and,

WHEREAS, the Chief Financial Officer shall prepare said Corrective Action Plan with the assistance from other officials affected by the audit recommendations; and,

WHEREAS, the Corrective Action Plan must be approved by the governing body of the local using and be submitted to the Division of Local Government Services no later than sixty days from the receipt of the audit report; and,

NOW THEREFORE BE IT RESOLVED THAT the Mayor and Council of the Borough of Ridgefield that the Corrective Plan for the fiscal year ended December 31, 2016 is hereby approved.

BE IT FUTHER RESOLVED, that a copy of the Corrective Action Plan will be placed on file in the Office of the Borough Clerk.

Approved:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

Attest:

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk

**COUNCIL VOTE**

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

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

Audit Report Fiscal Year December 31, 2016

### **CORRECTIVE ACTION PLAN**

#### Schedule of Comments and Recommendations:

#### FINANCE

##### Comment 1 (A Prior Year's Recommendation)

Not all transactions are posted to the general ledger for the Net Payroll account as required by Technical Directive #3.

##### Recommendation:

That all transactions be recorded in the general ledger for all funds.

##### Explanation and Corrective Action:

The Payroll Supervisor has little knowledge of the municipal finance. Additional training is needed. The CFO will post the missing transactions.

##### Comment 2(A Prior Year's Recommendation)

There were tax overpayments from prior years that were not refunded or applied.

##### Recommendation:

That tax overpayments be refunded or applied in a timely manner in accordance with N.J.S.A 54:49-15-16.

##### Explanation and Corrective Action:

The Tax Collector had overpayments on the books from former tax payers. He will cancel all small balance accounts and attempt to locate the rightful owners to refund overpayments.

Comment 3(A Prior Year's Recommendation)

There are unfunded improvement authorizations in the General Capital fund greater than 5 years old.

Recommendation:

That all ordinances with cash deficits over 5 years should be funded through a valid financing source.

Explanation and Corrective Action:

The capital balances will be evaluated. Unfunded balances will be funded or cancelled.

Comment 4

There were over-expenditures of Improvement Authorizations in the amount of \$261.

Recommendation:

That more care be taken to ensure that Improvement Authorizations are not over-expended.

Explanation and Corrective Action:

The Munidex system controls have been tighten so that staff cannot override the expenditure warning.

Comment 5

There were over-expenditures of Budget Appropriations in the amount of \$10,828.

Recommendation:

That more care be taken to ensure that Budget Appropriations are not over-expended.

Explanation and Corrective Action:

The Payroll Supervisor processed a payroll before the temporary budget was approved by the council resulting in charging those pays to the 2016 budget causing over-expenditures. Greater care will be taken when processing the first payroll of the new year as to whom to pay and which budget year to charge.

#### Comment 6

There are stale dated checks being carried as outstanding checks on the Net Payroll bank reconciliation.

#### Recommendation:

That outstanding checks considered to be stale dated are cancelled by resolution and the funds are disbursed to the proper agencies.

#### Explanation and Corrective Action:

The CFO did not closely review the dates of all outstanding check dates for all funds. These lists have been reviewed and all stale dated will be canceled by resolution.

#### Comment 7

The portion of employees' unemployment withholdings for state unemployment insurance that are to be retained by the Town are not being received and/or deposited into the Unemployment Trust Fund under the Benefit Reimbursement Method.

#### Recommendation:

The percentage portion of the employee's withholdings due to the Unemployment Trust Fund be recouped from the payroll service provider and deposited in the Unemployment Trust Fund.

#### Explanation and Corrective Action:

A State Unemployment Insurance refund was inadvertently deposited in the Current Fund as a prior year refund. The amount has since been corrected by interfunds. The 2017 year deposits were examined and are deposited in the SUI trust.

#### Comment 8

There was an instance where a required employee did not properly file a financial disclosure statement as required by N.J.S.A. 40A:9-22.6.

#### Recommendation:

That all required employees file an annual financial disclose statement as required by N.J.S.A. 40A:9-22.6.

Explanation and Corrective Action:

One employee did not file the needed financial disclosure statement. The form has been filed for 2017.

Comment 9

There were instances in which amounts paid per the vendor history exceeded the amounts reported on Form 1099.

Recommendation:

That all eligible payments are reported on Form 1099 as required by IRS Rev. Rul. 2003-66.

Explanation and Corrective Action:

The Munidex system had some vendor transactions listed as "1099 not required". Munidex has since run a diagnostic to properly record those transactions. More care will be used when printing 1099's this year. 1099 reports will be compared to vendor reports before issuing the Form 1099 to vendors to ensure all required payments are included.

Comment 10

Collections of interest on delinquent taxes is not being charged and allocated properly.

Recommendation:

That all interest on delinquent taxes be charged and applied consistently in accordance with the resolution by Mayor and Council.

Explanation and Corrective Action:

More care will be taken to insure that interest rates are charged correctly.

Comment 11

Deposits are not always made within 48 hours of receipt as required by N.J.S.A. 40A:5-15.

Recommendation:

Deposits should be made within 48 hours of receipt as required by N.J.S.A. 40A:5-15.

Explanation and Corrective Action:

All staff were warned regarding importance of making deposits in a timely fashion.

Comment 12

The Munidex System does not accurately reflect the true outside lien balances as of 12/31/2016.

Recommendation:

The outside lien balances per the system should be compared to the actual liens outstanding to ensure they are in agreement.

Explanation and Corrective Action:

The system balances will be compared to the actual liens as adjusted as needed.

**PURCHASING:**

Comment 1

There are instances in which accounts encumbered on the purchase order did not agree to the actual accounts charged.

Recommendation:

That more care be taken to ensure that the encumbrance is made to the proper account.

Explanation and Corrective Action:

When an incorrect account was charged, the change was made in the system. A corrected Purchase order was not always printed and processed. In the future, more care will be taken to ensure that accounts are charged correctly at entry. If there are corrections, more care will be taken to ensure paper documentation matches the system.

Comment 2

There are instances where the incorrect budget year was charged as required by the Division of Local Government Services, Requirements of Audit for Expenditures and Disbursements.

Recommendation:

That more care be taken to ensure that all items are charged to the correct budget year.

Explanation and Corrective Action:

At year end, the Purchasing Agent will send out written instructions to all people who process requisition to help eliminate this problem. She will also carefully examine all requisitions at year-end.

#### Comment 3

An analysis of accounts payable revealed an outstanding payable from prior years have not been paid.

#### Recommendation:

The detail listing of outstanding accounts payable should be reviewed monthly and old payables cancelled if necessary.

#### Explanation and Corrective Action:

The Accounts Payable clerk does not review old open purchase orders. The current open purchase orders files will be reviewed and canceled or processed appropriately.

### **PAYROLL:**

#### Comment 1 (A Prior Year's Recommendation)

There were instances in which enrolled employee health benefit deductions were not being calculated in accordance with Chapter 78, P.L. 2011.

#### Recommendation:

That all enrolled employee health benefit deductions be calculated in accordance with Chapter 78, P.L. 2011.

#### Explanation and Corrective Action:

Changes in benefit coverage and or salary increases were not carefully adjusted in payroll. The calculation has been corrected. CFO will review periodically health care calculations for employee deductions for accuracy.

#### Comment 2

Changes in tiers for Health Benefits were not implemented in accordance with Chapter 78, P.L. 2011.

#### Recommendation:

That changes in tiers for Health Care be implemented in accordance with Chapter 78, P.L. 2011.

Explanation and Corrective Action:

All employee's deductions were re-calculated and deductions checked. All employees are at the last tier. The only time adjustments should be made are at the beginning of the year for new rates and if employee's salary changes to a new bracket. The payroll clerk now updates a master file and has the CFO review changes.

Comment 3

There is a deficit in the reserve for Net Payroll in the amount of \$5,729 from amounts being transferred to the net payroll which did not agree to the payroll registers.

Recommendation:

That more care be taken to ensure amounts transferred to the net payroll account agree to Payroll registers.

Explanation and Corrective Action:

A wire transfer sheet was designed so that the Payroll Supervisor can easily determine the amount of money to transfer to the Payroll Account based on the Payroll reports. Any inconsistencies would be corrected at month end during the reconciliation process.

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Jimenez

RESOLUTION NO. 189-2017

WHEREAS, 339 Broad Ridgefield, LLC has deposited a check in the amount of \$7,295.01 into Account number 01-1131 on July 19, 2017 for the redemption and subsequent taxes of Tax Lien # 17-07, Block 3805 Lot 12, further known as 365 Broad Avenue, sold to the Borough of Ridgefield at the tax sale on June 1, 2017; and

BE IT FURTHER RESOLVED that the Borough Clerk and the Mayor endorse the Borough of Ridgefield Tax Title Lien # 17-07 for cancellation.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli	X			
Acosta	X			
Penabad	X			
Shim			X	
Jimenez	X			
Kontolios	X			
Mayor Suarez				

Approved:

Attest:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Jimenez

RESOLUTION NO. 190-2017

WHEREAS, 339 Broad Ridgefield, LLC has deposited a check in the amount of \$11,687.60 into Account number 01-1131 on July 19, 2017 for the redemption and subsequent taxes of Tax Lien # 17-08, Block 3805 Lot 13, further known as 339 Broad Avenue, sold to the Borough of Ridgefield at the tax sale on June 1, 2017; and

BE IT FURTHER RESOLVED that the Borough Clerk and the Mayor endorse the Borough of Ridgefield Tax Title Lien # 17-08 for cancellation.

**COUNCIL VOTE**

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Castelli	X			
Acosta	X			
Penabad	X			
Shim			X	
Jimenez	X			
Kontolios	X			
Mayor Suarez				

Approved:

Attest:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Castelli

RESOLUTION NO. 191-2017

WHEREAS, the Borough of Ridgefield's (the "Borough") pool complex has a snack stand and concession for food services; and

WHEREAS, it is in the Borough's best interest to enter into an agreement with a third-party vendor to manage and operate the pool complex's snack stand and concession for food services ("Food Concession"); and

WHEREAS, Michael Khoury, who maintains a business address at 198 Undercliff Avenue, Edgewater, New Jersey (hereinafter referred to as "Contractor"), is qualified to manage and operate the Food Concession; and

WHEREAS, the Contractor has proposed to pay the Borough \$3,000 in 2017 and \$3,000 in 2018, for a total fee of \$6,000 for 2017 and 2018, to manage and operate the Food Concession; and

WHEREAS, the Contractor's proposal is the most competitive proposal that the Borough received;

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

1. Michael Khoury is hereby engaged and appointed to operate and manage the Food Concession at the Borough's Pool Complex and, in exchange for the right to do so, shall pay the Borough \$3,000 in 2017 and \$3,000 in 2018 as set forth in an agreement which shall be executed by the Borough and Mr. Khoury.

2. Michael Khoury shall make his 2017 payment of \$3,000 to the Borough on or before August 15, 2017, and shall make his 2018 payment of \$3,000 to the Borough on or before June 1, 2018.

3. This resolution shall be effective as of May 27, 2017.

4. The Borough's Administrator is hereby authorized to execute on behalf of the Borough such other and further documents as may be necessary and consistent with the above.

**COUNCIL VOTE**

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

Approved:

Attest:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Acosta

RESOLUTION NO. 192-2017

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

“Abbott Avenue Improvements”  
“Ray Avenue & Virgil Avenue Improvements”  
“Van Rennsalaer Court Improvements”  
and  
“Edgewater Avenue Sanitary Sewer Rehabilitation”

**COUNCIL VOTE**

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

Approved:

Attest:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk

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.

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Diane Sherry,  
Chief Financial Officer

BOROUGH OF RIDGEFIELD  
Bergen County, New Jersey

Meeting August 2, 2017

Presented by Councilman Jimenez

RESOLUTION NO. 193-2017

BE IT RESOLVED, that warrants totaling **\$3,872,557.72**  
be drawn on the following accounts:

CURRENT	\$3,017,278.68
TRUST	\$747,348.23
CAPITAL	\$62,647.50
POOL OPERATING	\$44,558.31
DOG LICENSE	\$9.00
UNEMPLOYMENT TRUST	\$621.00
COAH TRUST	\$95.00
<b>TOTAL</b>	<b>\$3,872,557.72</b>

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli	X			
Acosta	X			
Penabad	X			
Shim	X			
Jimenez	X			
Kontolios	X			
Mayor Suarez				

Approved:

Attest:

\_\_\_\_\_  
Anthony R. Suarez, Mayor

\_\_\_\_\_  
Linda M. Silvestri,  
Borough Clerk