

BOROUGH OF RIDGEFIELD

A G E N D A

Executive Session and Regular Meeting of the Mayor and Council

Date: July 13, 2020

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

Invocation

Citizens Comment on Agenda:

Correspondence:

ROLL CALL-PUBLIC SESSION

	Adj. to Ex.		Public	
	Pres.	Abs.	Pres.	Abs.
Mayor Suarez				
Castelli				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				

ROLL CALL-EXEC. SESSION

	PRESENT	ABSENT
	Mayor Suarez	
Castelli		
Penabad		
Shim		
Jimenez		
Kontolios		
Larkin		

CONSENT AGENDA:

All items listed are considered to be routine and non-controversial by the Borough Council and will be approved by one motion. There will be no separate discussion on these items unless a Council member(s) so request it, in which case the item(s) will be removed from the Consent Agenda and considered in its normal sequence on the agenda. The one motion signifies the adoption of all resolutions and approval of applications and minutes.

- | | | |
|----------|---------------------|---|
| 170-2020 | Councilman Castelli | Snow Plowing Agreement with County of Bergen |
| 171-2020 | Councilman Castelli | Award Bid-Tree Trimming and Tree Removal Services |
| 172-2020 | Councilman Castelli | Hire DPW Seasonal Employee-Henderson |
| 173-2020 | Councilman Jimenez | Audit Recommendation |
| 174-2020 | Councilman Jimenez | Corrective Action Plan |

175-2020 Councilwoman Larkin Hire Additional Pool Personnel
 176-2020 Councilman Penabad Appoint Fire Official - Hoffman

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				
Mayor Suarez				

RESOLUTIONS:

177-2020 Councilman Jimenez Warrants

COMMENTS BY MAYOR:

COMMENTS BY COUNCIL:

COMMENTS BY ADMINISTRATOR:

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 July 13, 2020

Presented by Mayor 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				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				
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. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting July 13, 2020

Presented by Councilman Castelli

RESOLUTION NO. 170-2020

WHEREAS, the County of Bergen wishes to contract with the Borough of Ridgefield to have the Borough plow certain county roads during times of snow fall; and

WHEREAS, the Borough has previously participated in the same arrangements for prior years; and

WHEREAS, the agreement is for a two-year duration, commencing the snow season for 2020-2022; and

WHEREAS, it is in the best interests of the Borough to enter into the agreement with the County in the form annexed hereto;

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

1. The Mayor and Council do hereby approve the attached agreement with the County of Bergen for snowplowing services.
2. The Mayor and Borough Clerk be, and they hereby are, authorized and directed to execute the agreement on behalf of the Borough of Ridgefield.
3. The Borough Clerk be, and she hereby is, authorized and directed to forward the agreement to the appropriate county official for signature once it has been signed by the Mayor.

Approved:

Anthony R. Suarez, Mayor

Attest:

Linda M. Silvestri,
Borough Clerk

COUNCIL VOTE				
	YES	NO	ABSTAIN	ABSENT
Castelli				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				
Mayor Suarez				

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting July 13, 2020

Presented by Councilman Castelli

RESOLUTION NO. 171-2020

WHEREAS, the Department of Public Works has a need for tree trimming and tree removal services; and

WHEREAS, the borough advertised for bids on April 29, 2020 and received bids on June 3, 2020 and

WHEREAS four bids were received as follows:

	Base Bid - Tree Removal with Stump Grinding	Alternate 1 - Tree Trimming
Almstead Tree & Shrub Care Co. 504 High Mountain Road North Haledon, NJ 07508	48,950.00	13,650.00
Beucler Tree Experts LLC 48 Harold Street Tenafly, NJ 07670	50,450.00	8,665.00
Rich Tree Service, Inc. 325 Bergen Street South Plainfield, NJ 07080	62,350.00	13,900.00
Downes Tree Service, Inc. 65 Royal Avenue Hawthorne, NJ 07506	83,950.00	14,722.50

WHEREAS, after careful review and analysis, the Bid Committee determined that the apparent lowest Base Bid from Almstead Tree & Shrub Care Co. must be rejected due to a non-curable defect in that the bid package did not contain a Bid Bond or Consent of Surety as required by New Jersey Public Contract Law, (N.J.S.A. 40A:11-23.2).; and

WHEREAS, the Bid Committee therefore recommends that a contract be awarded to next lowest responsible bidder, Beucler Tree Experts, LLC, 48 Harold St., Tenafly, NJ 07670 for the Base Bid and that the Alternate 1 – Tree Trimming; and

WHEREAS, the maximum amount of the contracts is \$59,115.00 and funding for these purchases is available through the Shade Tree Trust Account 03-2955, as evidenced by the Borough's Chief Financial Officer's certification;

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

1. The bid of the apparent low bidder, Almstead Tree and Shrub Care Co. be and hereby is rejected as being defective for the reasons set forth above.
2. The bid be and hereby is awarded to Beucler Tree Experts, LLC for both the Base bid and Alternate 1, in a total amount not to exceed \$59,115, said amount to be charged to Shade Tree Trust Account 03-2955.

BE IT FURTHER RESOLVED, that said bidder be required to execute and deliver the contract bond and other documents as set forth in the specification under with the bid was made within the time period therein specified, and thereupon the Mayor and Borough Clerk are hereby authorized to execute such a contract;

BE IT FURTHER RESOLVED, that a duly executed copy of the contract be filed with the office of the Borough Clerk.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting July 13, 2020

Presented by Councilman Castelli

RESOLUTION NO. 172-2020

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

WILLIAM HENDERSON

be hired as a Seasonal employee for DPW/Sanitation at the hourly rate of \$11.00 effective July 1, 2020.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting July 13, 2020

Presented by Councilman Jimenez

RESOLUTION NO. 173-2020

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the calendar year ending December 31, 2017 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, the Local Finance Board has promulgated a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments
Recommendations

and

WHEREAS, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments
Recommendations

as evidenced by the group affidavit form of the governing body, and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 – to wit:

R.S. 52:27BB-52-“A local officer or member of a local governing body who, after a date fixed for compliance fails or refuses to obey an order of the Director of Local Government Services, under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than One Thousand Dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Borough of Ridgefield hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting July 13, 2020

GROUP AFFIDAVIT FORM
RESOLUTION NO. 173-2020

STATE OF NEW JERSEY)
) SS.:
COUNTY OF BERGEN)

We, members of the governing body of the Borough of Ridgefield, County of Bergen, of full age, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Mayor and Council of the Borough of Ridgefield.
2. In the performance of our duties, and pursuant to the Local Finance Board Regulation, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the calendar year 2019.
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled:

GENERAL COMMENTS
RECOMMENDATIONS

(L.S.)
Anthony R. Suarez

(L.S.)
Russell Castelli

(L.S.)
Ray Penabad

(L.S.)
Dennis Shim

(L.S.)
Hugo Jimenez

(L.S.)
James Kontolios

(L.S.)
Lauren Larkin

Sworn to and subscribed before me this
_____ day of _____, 2020

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting July 13, 2020

Presented by Councilman Jimenez

RESOLUTION NO. 174-2020

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, 2019 was presented to the governing body on July 8, 2020; 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, 2019 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

	YES	NO	ABSTAIN	ABSENT
Castelli				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				
Mayor Suarez				

Bergen County
604 Broad Ave.
Ridgefield, NJ 07657

Audit Report Fiscal Year December 31, 2019

CORRECTIVE ACTION PLAN

Schedule of Comments and Recommendations:

FINANCE

Comment 1 (A Prior Year's Recommendation)

Prior year interfund balances were not liquidated prior to the close of the current fiscal year.

Recommendation:

That all interfund balances be liquidated prior to the close of the year.

Explanation and Corrective Action:

All interfunfs that can be liquidated will be liquidated.

Comment 2 (A Prior Year's Recommendation)

Subsidiary ledgers in the Grant Fund do not agree to audit balances of the Appropriated Grant Revenues.

Recommendation:

That the Grant Fund subsidiary ledgers be reviewed and adjusted accordingly to reflect audited balances for Appropriated Grant Reserves.

Explanation and Corrective Action:

The Grant ledgers were reviewed and adjusted to the audited balances. Greater care will be exercised making all entries.

Comment 3 (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:

All transactions have been posted to the general ledger. The payroll officer has been trained to properly post all transactions.

Comment 4 (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 5 (A Prior Year's Recommendation)

Interest earned on the Public Assistance Trust Fund, Rent Deposit Trust Fund and COAH Trust Fund are not being posted to the general ledger.

Recommendation:

That all interest earnings be posted to the appropriate general ledgers.

Explanation and Corrective Action:

Interest will be posted from the manual reconciliations to the general ledger.

Comment 6 (A Prior Year's Recommendation)

There were instances in which vendors receiving payments in excess of the IRS thresholds were not issued the required Form 1099.

Recommendation:

That all eligible vendors receive a Form 1099 as required by IRS Rev. Rule 2003-66.

Explanation and Corrective Action:

The review of Form 1099 was for only vendors that were listed, there was no review for omissions. A review of all vendors will be completed periodically to ensure they are coded correctly in the system. Also, greater care will be used when entering new vendors.

Comment 7

The fixed asset report does not include all eligible additions purchased in the year under review.

Recommendation:

That more care be taken to ensure all eligible purchases are included in the fixed asset report.

Explanation and Corrective Action:

Greater care will be taken when recording fixed asset additions.

Comment 8

The prior year deficit in the Reserve for Net Payroll was not raised in the subsequent year's budget.

Recommendation:

That all deferred charges be raised in the next available budget.

Explanation and Corrective Action:

All deferred charges will be raised in the 2021 budget.

Comment 9

Subsidiary ledgers in the General Capital Fund do not agree to audited balances for the Improvement Authorizations.

Recommendation:

That the General Capital Fund subsidiary ledgers be reviewed and adjusted accordingly to reflect the audited balances for Improvement Authorizations.

Explanation and Corrective Action:

All General Capital fund subsidiary ledgers will be reviewed and adjusted accordingly. Procedures have been implemented by the finance department to reconcile the subsidiary ledgers on a periodic basis.

Comment 10

There are long outstanding grants receivable in the General Capital Fund.

Recommendation:

That all grants receivable should be reviewed and assessed for collectability and cancelled if deemed uncollectable.

Explanation and Corrective Action:

A complete review of all outstanding grants will be performed and assessed for collectability. On a go forward basis, grants will be reviewed on a periodic basis and assessed accordingly.

Comment 11

There is an unallocated balance in the Other Trust Fund – Reserve for Tax Sale Premiums.

Recommendation:

That reserve balances be reviewed and any unallocated amounts be turned over to the Current Fund.

Explanation and Corrective Action:

A review of all reserve balances is being conducted and any unallocated amounts will be turned over to the Current Fund. Reserve balances will be reviewed on a periodic basis.

PAYROLL:

Comment 1

There is a deficit in the reserve for Net Payroll in the amount of \$36,531, resulting from amounts being transferred to the net payroll account which did not agree to the payroll registers.

Recommendation:

That more care be taken to ensure amounts being transferred to ne net payroll agree to the payroll registers.

Explanation and Corrective Action:

It was determine that a transfer to the net payroll was for an incorrect amount. Greater care will be taken when completing transfers to net payroll account.

Comment 2

There is a deficit in the reserve for Payroll Agency in the amount of \$6,991, resulting from amounts being transferred to the net payroll account which did not agree to the payroll registers.

Recommendation:

That more care be taken to ensure amounts being transferred to ne net payroll agree to the payroll registers.

Explanation and Corrective Action:

It was determine that a transfer to the Payroll Agency account was for an incorrect amount. Greater care will be taken when completing transfers to the Payroll Agency account.

Comment 3

There were instances in which employee W-4 forms could not be located for review for selected individuals.

Recommendation:

That all employee W-4 forms be maintained and made available for review at time of audit.

Explanation and Corrective Action:

A review of all employees is being conducted to determine that all required payroll documents are completed, including W-4 forms. Additionally, greater care will be taken with respect to W-4 forms when onboarding new employees.

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting July 13, 2020

Presented by Councilwoman Larkin

RESOLUTION NO. 175-2020

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

ALEXAS STARK

be hired as a lifeguard at the hourly rate of \$11.00 for the remainder of the 2020 Pool Season.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting July 13, 2020

Presented by Councilman Penabad

RESOLUTION NO. 176-2020

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

JOHN HOFFMAN

be appointed Fire Official effective July 13, 2020, 24 hours maximum per week.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				
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.

Francis J. Elenio,
Chief Financial Officer

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting July 13, 2020

Presented by Councilman Jimenez

RESOLUTION NO. 177-2020

BE IT RESOLVED, that warrants totaling **\$2,928,909.95**
be drawn on the following accounts:

CURRENT	\$2,779,245.61
TRUST	\$42,544.44
CAPITAL	\$92,686.35
POOL	\$14,433.55
TOTAL	\$2,928,909.95

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Penabad				
Shim				
Jimenez				
Kontolios				
Larkin				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk