

BOROUGH OF RIDGEFIELD

A G E N D A

Executive Session and Regular Meeting of the Mayor and Council

Date: June 24, 2013

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 April 22, 2013 and May 13, 2013 Public Session Meetings

ROLL CALL-PUBLIC SESSION

	Adj. to Ex.		Public	
	Pres.	Abs.	Pres.	Abs.
Mayor Suarez				
Castelli				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				

ROLL CALL-EXEC. SESSION

	PRESENT	ABSENT
	Mayor Suarez	
Castelli		
Severino		
Acosta		
Jimenez		
Penabad		
Shim		

PROPOSED CONSENT AGENDA:

- | | | |
|----------|---------------------|---|
| 200-2013 | Councilman Acosta | Liquor License Renewals 2013/2014 |
| 201-2013 | Mayor Suarez | Appointment to Board of Health |
| 202-2013 | Councilman Castelli | Hire Youth Center Attendant |
| 203-2013 | Councilman Jimenez | Limited License Agreement-Grant Hansen |
| 204-2013 | Councilman Jimenez | Tax Court Judgment- Block 2304, Lot 1 |
| 205-2013 | Councilman Jimenez | Corrective Action Plan |
| 206-2013 | Councilman Jimenez | Animal Control Contract-Change of Terms |
| 207-2013 | Councilman Jimenez | Award Emergency Medical and Ambulance Transport Billing Services Contract |
| 208-2013 | Councilman Jimenez | Return of Escrow |

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
Mayor Suarez				

RESOLUTIONS:

209-2013 Councilman Jimenez Warrants

COMMENTS BY MAYOR:

Raffles License Application:

St. James
514 Abbott Avenue
Friday, September 6, 2013 - 10:30 p.m.

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 June 24, 2013

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				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
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 June 24, 2013

Presented by Councilman Acosta

RESOLUTION NO. 200-2013

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 June 30, 2013 and paid to June 30, 2014.

<u>NAME OF LICENSEE</u>	<u>ADDRESS</u>	<u>STATE LICENSE</u>
<i>PLENARY RETAIL CONSUMPTION</i>		
The Stancato, Inc. D/B/A Café Tivoli	533 Shaler Boulevard Ridgefield, NJ	024933016004
Chan's Dragon Inn	630 Broad Avenue Ridgefield, NJ	024933002004
Jay Jala Bapa, Inc. D/B/A Ridgefield Liquors	533 Shaler Boulevard Ridgefield, NJ	024932012008
Texas Steak House, Inc.	441-445 Broad Avenue Ridgefield, NJ	024933001010
Waterfalls Associates, Inc.	550 Bergen Boulevard Ridgefield, NJ	024933011005
Pellit, Inc. D/B/A Colonial Bar & Liquors	719D Grand Avenue Ridgefield, NJ	024933014005
Safargar & Sons LLC	92 US Highway 46 West Ridgefield, NJ	024933003013
Jin Ok Kim D/B/A Blue Ocean Japanese Restaurant	518 Broad Avenue Ridgefield, NJ	024933008008
Joan Broderick	566 Bergen Boulevard Ridgefield, NJ	024933007007

13 ½ Winners Inc.

1087 Edgewater Avenue
Ridgefield, NJ

024933009010

CLUB LICENSE

Ridgefield World War Veterans Assoc.
American Legion Post 221

540 Shaler Boulevard
Ridgefield, NJ

024931017001

PLENARY RETAIL DISTRIBUTION LICENSE

Best Wine & Liquor

321 Broad Avenue
Ridgefield, NJ

024944006005

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting June 24, 2013

Presented by Mayor Suarez

RESOLUTION NO. 201-2013

BE IT RESOLVED, that the Mayor and Council appoints to the Board of Health:

RUZHA SKOBLAR

to fill the unexpired term of Robert Forster expiring December 31, 2013; and

ALAN GARCIA, 2nd Alternate

to fill the unexpired term of Ruzha Skoblar expiring December 31, 2013.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting June 24, 2013

Presented by Councilman Castelli

RESOLUTION NO. 202-2013

BE IT RESOLVED by the Mayor and Council that Nancey Jurisch be hired as a Youth Center Attendant at the rate of \$45.00 per night.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting June 24, 2013

Presented by Councilman Jimenez

RESOLUTION NO. 203-2013

WHEREAS, Grant Hansen has been a resident of the Borough of Ridgefield for many years; and

WHEREAS, Grant Hansen conducts the hobby of metal detecting and searching for relics and artifacts; and

WHEREAS, said activities can shed light on, and uncover interesting and historical relics and artifacts about Ridgefield's history; and

WHEREAS, Grant Hansen has proposed that he conduct these activities on Borough property, with the understanding that any relics and artifacts discovered would be the property of the Borough of Ridgefield; and

WHEREAS, there is a proposed form of agreement to allow the foregoing to take place;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that the limited license agreement to Grant Hansen, in the form attached hereto, be and hereby is approved, and the Mayor and Borough Clerk be, and they hereby are, authorized and directed to execute same on behalf of the Borough.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

**LICENSE AGREEMENT TO ALLOW METAL DETECTING ON
BOROUGH OF RIDGEFIELD PROPERTY**

The Borough of Ridgefield (hereinafter “Borough”) hereby grants and conveys to Grant Hansen (hereinafter “Hansen”) a license to search for relics and artifacts on Borough property through the use of metal detectors and other related equipment under the following terms and conditions:

1. This is a license agreement that may be revoked at any time by the Borough without cause upon notice to Hansen.
2. Unless otherwise extended, this license agreement shall be effective when executed by all parties and shall expire on December 31, 2013.
3. Hansen agrees that any relics or artifacts recovered by him on Borough property shall belong to and remain the property of the Borough of Ridgefield.
4. Hansen shall promptly report to the Borough by letter to the Borough Clerk a description of any and all artifacts and/or relics recovered on Borough property, and shall safeguard same.
5. Hansen shall advise the Borough Clerk of the date and time as well as the specific piece of Borough property he will be on to conduct the work anticipated and set forth herein.
6. Hansen shall abide by any restrictions or limitations placed by the Borough.
7. Hansen consents to be accompanied, if the Borough decides to do so, by Borough representatives.
8. Hansen shall not allow any other person to accompany him unless he shall first give notice to the Borough Clerk of the name and address of the person who will accompany

him, and that person has signed a document with the following verbiage, with a copy of this form of agreement attached thereto:

I, _____, agree to be bound by all of the terms and conditions of the attached form of license agreement including specifically, but not limited to, the provisions of Paragraph 8, pertaining to the release of all claims.

9. Hansen does hereby remise and release the Borough from any and all liability or obligations arising from, through our out of, directly or indirectly, his efforts to perform metal detecting and recover artifacts and relics on the Borough's property, and his presence thereon.

10. This license agreement shall pertain and apply to the properties identified by the attached Schedule A.

IN WITNESS WHEREOF, the parties have set their hands and seals of the date affixed below.

BOROUGH OF RIDGEFIELD

Attest:

By: _____
Mayor Anthony R. Suarez

Date: _____

Date: _____

GRANT HANSEN

Schedule A



**Community Center & Great Bear Area
Property surrounded by Shaler Blvd,
Slocum Ave and Bruce Street
725 Slocum Ave plus land detailed blow**

700 Shaler Boulevard, Ridgefield, NJ 07657

Blk#: 00905

Lot#: 00001

Area: 0249

Add'l Lots: L2-33



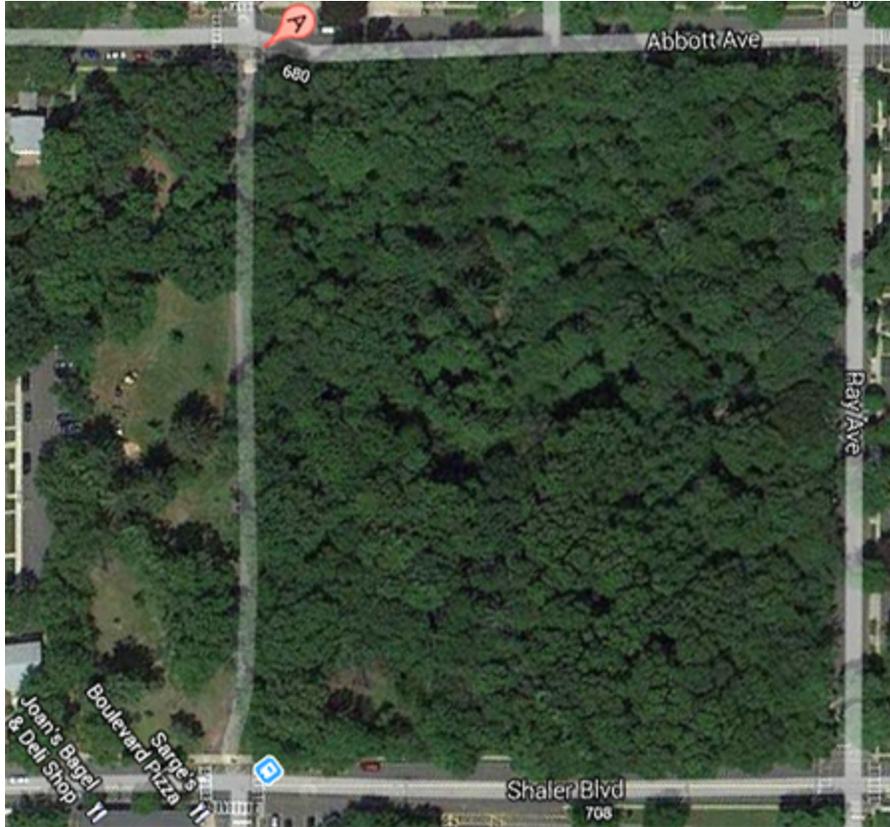
680 Shaler Boulevard, Ridgefield, NJ 07657

Blk: 00906

Lot#: 00001

Area: 0249

Add'l Lots: L2-58



Nature Trail – both sides of path running from Shaler Blvd to Abbott Ave

680-700 Abbott Avenue, Ridgefield, NJ 07657

688 Abbott Avenue, Ridgefield, NJ 07657

Blk#: 00903

Lot#: 00001

Area: 0249

Add'l Lots: L2-44

700 Abbott Avenue, Ridgefield, NJ 07657

Blk#: 00902

Lot#: 00001

Area: 0249

Add'l Lots: L2-44



Ambulance Corp Property
680-700 Abbott Avenue,
Ridgefield, NJ 07657

403 Shaler Blvd, Ridgefield, NJ
07657

Blk#: 03301

Lot#: 00001



Columbus Park
No address
**Property surrounded by Shaler Blvd,
Edgewater Avenue, and Englehart
Terrace**



Woods at end of Oak Street
**Florence Street (Noted in tax office as a
paper street)**
**Property surrounded by Oak Street,
Carpenter Place, Martling Road and
Fairview Cemetery**

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting June 24, 2013

Presented by Councilman Jimenez

RESOLUTION NO. 204-2013

WHEREAS, the Tax Court of New Jersey has approved the settlement stipulation for an adjusted assessment on Block 2304 Lot 1, also known as 552 Grand Avenue for the years 2010, 2011 and 2012;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that Safeguard Capital Fund, LP be issued a refund in the amount of \$9,690.00 for 2010, \$12,352.50 for the year 2011 and \$17,501.48 for the year 2012.

BE IT FURTHER RESOLVED that the Chief Financial Officer be and he is hereby authorized to issue a check in the total amount of \$39,543.98 made payable to Lee W. Turner, Attorney for Safeguard Capital Fund, LP and Safeguard Capital Fund, LP and mailed to 66 Park Street, Montclair, New Jersey 07042.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting June 24, 2013

Presented by Councilman Jimenez

RESOLUTION NO. 205-2013

WHEREAS, the annual audit of the books, accounts and financial transactions of the Borough of Ridgefield for Calendar Year 2012 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				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

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

Audit Report Calendar Year December 31, 2012

Joseph Luppino, CFO

CORRECTIVE ACTION PLAN

Schedule of Comments and Recommendations:

FINANCE COMMENTS

Comment 12-01 – (A Prior Year’s Recommendation)

There are old items reported as grants receivable in the General Capital Fund that are no longer available for utilization by the Borough.

Recommendation:

Old grants receivable balance be reviewed and canceled if no longer available for utilization.

Explanation and Corrective Action:

The grant receivable was canceled by resolution June of 2013.

Comment 12-02 – A Prior Year’s Recommendation)

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

Criteria:

All local units shall maintain an encumbrance accounting system in accordance with N.J.A.C. 5:30-5

Recommendation:

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

Comment 12-02 – (A Prior Year’s Recommendation)

Explanation and Corrective Action:

The Borough does not have the manpower to have a centralized purchasing department. However in 2013, various personnel in the DPW and Fire Department have been trained to enter purchase requisition in the Finance system which are forwarded to Purchasing Agent for approval prior to ordering goods and services. Other departments will be added during the year to place responsibility at the source.

Comment #12-03 – (A Prior Year’s Recommendation)

Prior year balances for burial permits and dog license fees recorded as “Due to State of New Jersey” were not liquidated in the current year.

Recommendation:

Prior year balances for burial permits and dog license fees be investigated for accuracy and liquidated or cancelled by resolution if necessary.

Explanation and Corrective Action:

Health Department Registrar will investigate prior years balances for accuracy and consult with Assistant Treasurer to liquidate or prepare a resolution to cancel old balances.

DEPARTMENT COMMENTS:

Department Comments #12-04 (A Prior Year Comment)

84 tickets assigned over 180 days on the Court’s December monthly management report.

Recommendation:

Unused court tickets must be returned to the Court Administrator within 180 days.

Explanation and Corrective Action:

The Court Administrator will inform the Chief of Police that the Borough’s Police Officers will be required to return unused tickets to the Court within 180 days.

PAYROLL:

Payroll Comments #12-05

Completed W-4 forms for selected individuals were unable to be located for review.

Recommendation:

All W-4 forms are to be available for audit.

Payroll Comments #12-05 (continued)

Explanation and Corrective Action:

Payroll Supervisor will have all necessary W-4 forms available for audit.

Payroll Comments #12-06

There existed a negative reconciled balance in the Net Payroll bank account due to reimbursement from the Library not being received to year end.

Recommendation

That funds transferred into the Net Payroll Account agree to the gross payroll per the Payroll record for all pay periods.

Explanation and Corrective Action:

The reimbursements from the Library was received on January 2, 2013, thereby restoring Balance. The Library has been instructed to submit reimbursements prior to the end of the calendar year.

Payroll Comments #12-07

Health benefit contributions required to be deducted from some employee's gross salaries were not calculated correctly.

Recommendation

The calculation used to determine employee contributions for health benefits are reviewed for accuracy.

Payroll Comments #12-07-(Continued)

Explanation and Corrective Action:

The calculation has been corrected. CFO and Assistant Treasurer will review periodically health care calculations for employee deductions for accuracy.

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting June 24, 2013

Presented by Councilman Jimenez

RESOLUTION NO. 206-2013

WHEREAS, the Mayor and Council previously approved, by adoption of Resolution No. 179-2013, the award of an animal control contract to Bergen County Animal Enforcement, Inc. for a term beginning July 1, 2013 and ending December 31, 2014 in an amount not to exceed \$21,000; and

WHEREAS, the Resolution further stated that Bergen County Animal Enforcement, Inc. would perform a state-required dog census at the cost of one dollar per residential home, and 75 cents per multiple family unit; and

WHEREAS, the Mayor and Council now wish to change the terms of the contract by adding a cat census to the duties and to combine the fee for dog and cat census to a flat fee of \$2,500;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that the Mayor and Borough Clerk be, and they hereby are, authorized and directed to execute the form of contract annexed hereto reflecting the additional terms specified above as to dog and cat census duties.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting June 24, 2013

Presented by Councilman Jimenez

RESOLUTION NO. 207-2013

WHEREAS, there is a need for third party billing services for by and within the Borough of Ridgefield; and

WHEREAS, the anticipated annual amount generated by such a contract for emergency medical and ambulance transport billing services for the Borough of Ridgefield is expected to be well below the bid threshold; and

WHEREAS, the Mayor and Council nonetheless wanted to solicit proposals from interested entities; and

WHEREAS, the Mayor and Council did publish and advertise a request for proposals; and

WHEREAS, same was not offered as a formal RFP; and

WHEREAS, the Evaluation Committee consisting of Police Chief Thomas J. Gallagher and Finance Officer Erik Lenander did review the accepted proposals and did also make a recommendation to the Mayor and Council for the award of a contract to Ambulance Reimbursement Systems, Inc., 5925 Tilghman Street, Allentown, Pennsylvania; and

WHEREAS, the Mayor and Council wishes to follow that recommendation;

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

1. Pursuant to the terms of the advertised request for proposals, a contract for emergency medical and ambulance transport billing services be and hereby is awarded to Ambulance Reimbursement Systems, Inc.
2. The Borough Attorney be, and he hereby is, authorized and directed to prepare a contract in conformity with the terms of the request for proposals and response from Ambulance Reimbursement Systems, Inc.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting June 24, 2013

Presented by Councilman Jimenez

RESOLUTION NO. 208-2013

WHEREAS, the following applicants have posted legal and engineering escrow monies with the Borough for payment to Borough professionals in conjunction with said development; and

<u>Applicant</u>			<u>Amount</u>
Sargenti, Richard & Barbara	790 Elizabeth St	Blk3702/Lot22	\$ 150.00
Kelm, Robert	577 Morse Avenue	Blk 2102/Lot 5	90.00

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				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
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.

Joseph Luppino,
Chief Financial Officer

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting June 24, 2013

Presented by Councilman Jimenez

RESOLUTION NO. 209-2013

BE IT RESOLVED, that warrants totaling \$851,074.31
be drawn on the following accounts:

CURRENT	\$820,995.69
TRUST	\$13,941.20
CAPITAL	\$4,600.00
POOL	\$11,523.02
DOG LICENSE	\$14.40
TOTAL	\$851,074.31

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Severino				
Acosta				
Jimenez				
Penabad				
Shim				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk