

BOROUGH OF RIDGEFIELD

A G E N D A

Work Session, Executive Session and Regular Meeting of the Mayor and Council

Date: September 22, 2014

Open Public Meetings Statement by Mayor Suarez

Work Session: 6:00 P.M. C.T.O.:
Adjourn:

- Employee Seminar Requests

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:

ROLL CALL-WORK SESSION

	PRESENT	ABSENT
Mayor Suarez		
Castelli		
Acosta		
Penabad		
Shim		
Todd		
Vincentz		

ROLL CALL-EXEC. SESSION

	PRESENT	ABSENT
Mayor Suarez		
Castelli		
Acosta		
Penabad		
Shim		
Todd		
Vincentz		

ROLL CALL-PUBLIC SESSION

	PRESENT	ABSENT
Mayor Suarez		
Castelli		
Acosta		
Penabad		
Shim		
Todd		
Vincentz		

PROPOSED CONSENT AGENDA:

231-2014	Councilman Acosta	Settlement Stipulation-Block 1909, Lot 11
232-2014	Councilman Acosta	Settlement Stipulation-Block 2703, Lot 3,01
233-2014	Councilman Castelli	Tenure of Office - Fire Official
234-2014	Councilman Castelli	Release of Cash Escrow-D&V Designs, LLC
235-2014	Councilman Acosta	Chapter 159-Body Armor
236-2014	Councilman Acosta	Approve Special Ruling-Renewal of Liquor License 13 ½ Winners
237-2014	Councilman Acosta	Corrective Action Plan
238-2014	Councilman Castelli	Reject Bid-Sale of Borough Property

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
Mayor Suarez				

RESOLUTIONS:

239-2014 Councilman Acosta Warrants

COMMENTS BY MAYOR:

NJ State Firemen's Association Membership Application:

Alberto Velez
654A Shaler Boulevard
Company 3

Application for Social Affair Permit:

Sts. Vartanantz Armenian Church
461 Bergen Boulevard
November 21, 2014 – 4:00 pm-Midnight
November 22, 2014 – 4:00 pm-Midnight

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 September 22, 2014

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				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
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 September 22, 2014

Presented by Councilman Acosta

RESOLUTION NO. 231-2014

WHEREAS, the Tax Court of New Jersey has approved the settlement stipulation for an adjusted assessment on Block 1909 Lot 11, also known as 581 Bergen Boulevard for the years 2011, 2013 and 2014;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that Ed and Sharon Bogosian Realty be issued a refund in the amount of \$976.67 for the year 2011, \$1,243.80 for the year 2013 and \$1,259.40 for the year 2014.

BE IT FURTHER RESOLVED that the Chief Financial Officer be and he is hereby authorized to issue a check in the total amount of \$3,479.87 made payable to Spiotti & Esposito, P.C Attorney Trust Account and be mailed to 165 Passaic Avenue Suite 103-A, Fairfield, New Jersey 07004.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting September 22, 2014

Presented by Councilman Acosta

RESOLUTION NO. 232-2014

WHEREAS, the Tax Court of New Jersey has approved the settlement stipulation for an adjusted assessment on Block 2703 Lot 3.01, also known as 487 Shaler Boulevard for the years 2013 and 2014;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that Lofaro Developers, LLC be issued a refund in the amount of \$1,254.17 for the year 2013 and \$1,269.90 for the year 2014.

BE IT FURTHER RESOLVED that the Chief Financial Officer be and he is hereby authorized to issue a check in the total amount of \$2,524.07 made payable to Brach Eichler, LLC and Lofaro Developers, LLC and be mailed to 101 Eisenhower Parkway, Roseland, New Jersey 07068.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting September 22, 2014

Presented by Councilman Castelli

RESOLUTION NO. 233-2014

WHEREAS, James Brierty presently serves as the Borough's Fire Official; and

WHEREAS, Borough Ordinance No. 2262 provides that the Mayor and Council may by resolution grant tenure to the Fire Official; and

WHEREAS, James Brierty qualifies for tenure under the terms of the ordinance; and

WHEREAS, the Mayor and Council believes James Brierty deserves to be granted tenure pursuant to said ordinance;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that James Brierty be and hereby is granted tenure of office as the Borough Fire Official pursuant to the terms of Ordinance No. 2262.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting September 22, 2014

Presented by Councilman Castelli

RESOLUTION NO. 234-2014

WHEREAS, D & V Designs posted \$3,420.00 cash bond on April 26, 2013 as a requirement of performance of Pool Concession Services for the 2013 and 2014 pool season; and

WHEREAS, said contract period has expired and all contractor equipment removed as certified by the Director of Parks and Recreation on September 15, along with a recommendation for the release of escrow funds;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that the Chief Financial Officer is hereby authorized and directed to release \$3,420,00 cash escrow to D & V Designs, LLC.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting September 22, 2014

Presented by Councilman Acosta

RESOLUTION NO. 235-2014

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the Budget of any Municipality when such item shall have been made available by law and the amount thereof was not determined at the time of adoption of the budget; and

WHEREAS, said Director may also approve the insertion of an appropriation for an equal amount; and

WHEREAS, the Borough of Ridgefield will receive \$2,065.00 from Federal Department of Justice Body Armor Funding for Federal Fiscal Year 2013, and wishes to amend its 2014 Calendar Year Budget to include this amount as a item of revenue; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Ridgefield that the Mayor and Council hereby requests the Director of Government Services to approve the insertion of an item of revenue in the Calendar Year Budget of 2014 in the sum of \$2,065.00 which is now available as a revenue item from:

Miscellaneous Revenues

Special Items of General Revenue Anticipated with Prior Written Consent of the Director of Local Government Services:

Public and Private Revenue Off-set with Appropriations:

FFY 2013 DOJ Body Armor Funding \$2,065.00

BE IT FURTHER RESOLVED, that a like sum of \$16,259.46 be and the same is hereby appropriated under the caption:

General Appropriations

(a) Operations excluded from CAPS

Public and Private Revenues Off-set by Appropriations:

FFY 2013 DOJ Body Armor Funding \$2,065.00

BE IT FURTHER RESOLVED, that the Borough Clerk is hereby directed to forward two (2) copies of this Resolution to the Director of Local Government Services.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting September 22, 2014

Presented by Councilman Acosta

RESOLUTION NO. 236-2014

WHEREAS, a Special Ruling to Permit Renewal of Inactive Liquor License was applied for by 13 ½ Winners Inc; and

WHEREAS, the Division of Alcoholic Beverage Control has granted said Permit for the 2014-2015 and 2015-2016 License Terms pursuant to N.J.S.A. 33.1-12.39

NOW, THEREFORE, BE IT RESOLVED that Plenary Retail Consumption License No. 0249-33-009-010 be issued to 13 ½ Winners Inc, 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 with the special condition that no further renewals of this license is being actively used at an approved site on or before June 30, 2016, except if good case for reconsideration is shown. Said license to expire June 30, 2015.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting September 22, 2014

Presented by Councilman Acosta

RESOLUTION NO. 237-2014

WHEREAS, the annual audit of the books, accounts and financial transactions of the Borough of Ridgefield for Calendar Year 2013 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 Frank Berardo, 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				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk

CORRECTIVE ACTION PLAN

Borough of Ridgefield
2013 Annual Audit
Prepared by: Frank Berardo, C.M.F.O.

FINANCE:

Recommendation #1

That all goods/services be encumbered prior to being ordered

Analysis

Good and/or services are being ordered by certain departments prior to being encumbered

Corrective Action

Recreation Department was added to requisition approval system

Implementation Date

June 2014

Recommendation #2

That all vendors compensated in excess of \$600 be issued a Form 1099 as required by I.R.S. Rev. Rul. 2003-66

Analysis

There were 3 instances where vendors were paid in excess of \$600 and not reported

Corrective Action

Munidex Computer System fixed a programming error

Implementation Date

June 2014

Recommendation #3

That all disbursements be included on the bills list submitted for approval by the Mayor and Council

Analysis

Expenditures paid by wire are not included on the monthly bill list submitted to Mayor & Council

Corrective Action

All Expenditures are now listed on the monthly bill list submitted to the Mayor & Council

Implementation Date

Immediately

CORRECTIVE ACTION PLAN

Borough of Ridgefield
2013 Annual Audit
Prepared by: Frank Berardo, C.M.F.O.

Recommendation #4

That more care be taken to ensure the valuation of fixed assets is accurate

Analysis

There was one typographical error on the value of a vehicle

Corrective Action

More care will be placed on fixed asset updates to ensure that the voucher amount equals the report amount

Implementation Date

Immediately

Recommendation #5

That the balance of accounts payable be reviewed and adjusted if necessary

Analysis

The Borough could not provide an analysis of the accounts payable balance from 2 years ago

Corrective Action

The accounts payable balance has been corrected and adjusted to the audit balance

Implementation Date

Immediately

Recommendation #6

That all petty cash funds be approved annually by the Mayor and Council. Approval should include department, custodian and dollar amount in accordance with N.J.S.A. 40A:5-21

Analysis

Petty Cash Funds are not being approved by the Mayor and Council on an annual basis

Corrective Action

Resolution #76-2014 was passed on June 23, 2014 to approve Petty Cash Funds. It will also be added to the Re- Organization Meeting Agenda in January

Implementation Date

June 2014

CORRECTIVE ACTION PLAN

Borough of Ridgefield
2013 Annual Audit
Prepared by: Frank Berardo, C.M.F.O.

Recommendation #7

That reimbursements to petty cash not exceed the amount reported with the NJ Department of Community Affairs

Analysis

Petty Cash was reimbursed for \$217 instead of \$200

Corrective Action

Reimbursements will be limited to the amount reported to the NJ Department of Community Affairs

Implementation Date

Immediately

Recommendation #8

That a general ledger be utilized for all funds

Analysis

A general ledger is not being utilized for the Net Payroll and Payroll Withholdings accounts

Corrective Action

The Borough will coordinate with the Payroll Service to implement

Implementation Date

Immediately

ADMINISTRATION:

Recommendation #1

That awarding resolutions for Request for Qualifications include estimated value of the contract or "not to exceed" cost language

Analysis

Awarding resolutions for Request for Qualifications does not include the anticipated value of the Contract or "not to exceed" cost language as required by the N.J. Local Unit Pay-to-Play Law

Corrective Action

Included in the awarding Resolutions for Request for Qualification contracts, a "not to exceed" cost value will be added

CORRECTIVE ACTION PLAN

Borough of Ridgefield
2013 Annual Audit
Prepared by: Frank Berardo, C.M.F.O.

Implementation Date

In January, when the Borough awards their pay to play contracts

DEPARTMENTS:

Recommendation #1

That tickets over 180 days be recalled by the Court Administrator

Analysis

There are 248 tickets assigned over 180 days on the Court's December Monthly Management Report

Corrective Action

Court Administrator will review outstanding tickets on a quarterly basis

Implementation Date

Immediately

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting September 22, 2014

Presented by Councilman Castelli

RESOLUTION NO. 238-2014

WHEREAS, the Borough of Ridgefield previously advertised for bids for the sale of Borough owned land consisting of one residentially zoned, undersized lot, that being Block 802, Lot 1; and

WHEREAS, N.J.S.A. 40A:12-13 provides that property such as this, less than the size allowed for development under the zoning ordinance, be offered to sale to contiguous property owners; and

WHEREAS, one bid from contiguous property owner Narges Toofani was received and opened on September 4, 2014; and

WHEREAS, the amount of the bid was \$10,000, which was determined by the Council to be below the fair market value; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Ridgefield that pursuant to the provisions of N.J.S.A. 40A:12-13(b), the Mayor and Council determines and does hereby reject the bid received by Narges Toofani in the amount of \$10,000 for the sale of Block 802, Lot 1 as being below fair market value.

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
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.

Frank Berardo,
Chief Financial Officer

BOROUGH OF RIDGEFIELD
Bergen County, New Jersey

Meeting September 22, 2014

Presented by Councilman Acosta

RESOLUTION NO. 239-2014

BE IT RESOLVED, that warrants totaling **\$736,322.92**
be drawn on the following accounts:

CURRENT	\$669,280.62
TRUST	\$33,003.52
CAPITAL	\$7,643.60
POOL	\$24,542.11
DOG LICENSE	\$1,853.07
TOTAL	\$736,322.92

COUNCIL VOTE

	YES	NO	ABSTAIN	ABSENT
Castelli				
Acosta				
Penabad				
Shim				
Todd				
Vincentz				
Mayor Suarez				

Approved:

Attest:

Anthony R. Suarez, Mayor

Linda M. Silvestri,
Borough Clerk