

Minutes of the 1858th Regular Meeting of October 21, 2020

CALLED TO ORDER:

Mayor Sarlo called the Borough of Wood-Ridge Council meeting to order at 7:02 pm.

PLEDGE OF ALLEGIANCE was led by Council President Philip Romero

ROLL CALL:

Mayor:	Paul Sarlo – present in council chambers
Council:	Philip Romero – present in council chambers
	Catherine Cassidy – present by telephone
	Ezio Altamura – present in council chambers
	Dominick Azzolini – excused
	Edward Marino – present in council chambers
	Joseph DiMarco – present by telephone
Borough Attorney:	Paul Barbire – present by telephone
Borough Engineer:	Brian Intindola – excused
Borough Clerk:	Gina Affuso – present in council chambers
Borough Administrator:	Chris Eilert – present in council chambers

OPEN PUBLIC MEETINGS ACT STATEMENT:

This meeting is being held in accordance with Public Law 1975 Chapter 231, the Open Public Meetings Act, also known as the “Sunshine Law”. The public meeting notice stating the date, time and place of this meeting was posted on the municipal bulletin board and the municipal website and was forwarded to The Record and the Star Ledger.

CEREMONIAL PRESENTATION: None

ADVERTISED PUBLIC HEARING: None

ORDINANCES ON SECOND READING AND FINAL PASSAGE: None

ORDINANCES ON FIRST READING: None

PETITIONS: None

BIDS: None

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COMMUNICATIONS:

Communications and correspondence received are identified on this evening's agenda has been distributed to all Council for appropriate action.

REPORTS OF GOVERNING BODY:

Council President Romero:

Waived

Councilperson Cassidy:

No report

Councilperson Altamura:

Police-The beginning of the school year crossing guard meeting and training was held by Lt. Witkowski with all crossing guards in attendance and practicing social distancing. The School Law Enforcement Officers, Jerry Onnembo and Scott Drotos started their new positions at the schools for the protection of the teachers and students. The 9-1-1 Memorial Ceremony was held at the Veterans Park with the Chief of Police in attendance along with other Police Officers and Auxiliary Officers. On the 13th , the Wood-Ridge Police Department and Auxiliary Officers were in attendance for the Assumption Church walkout for the retired priests. On September 24th the Wood-Ridge Auxiliary Officers were in attendance for the safety and protection at the Contemporary Club luncheon held at Veteran's Park. Six Wood-Ridge Police Officers attended a training course and are now certified D.A.R.E., a.k.a. L.E.A.D. instructors.

Recreation- These are the Recreation Commission Meeting minutes for the Recreation Commission Meeting of September 9, 2020. Dan Staley & Neil Malvone were in attendance on behalf of NJ Esports and offered a presentation which included a detailed description of how NJ Esports would work in Wood-Ridge. The Recreation Commission made a recommendation to the Mayor & Council to cancel the Ragamuffin Parade, Trunk or Treat & Senior Halloween Party for 2020 in light of the pandemic. Fall sports will have a Concession stand operating but will have no sale of any prepared foods at all. Must wear masks, use gloves and enforce NJ State social distance requirements. Adult softball has 92 players that registered. If any sports experience any covid-19 related illnesses, please contact Jacki asap.

Public Information / Events / Website Development —The Borough of Wood-Ridge wish to thank the Wood-Ridge Girl Scouts and the WR Dept. of Public Works for the beautiful Halloween decorations installed at our Welcome to Wood-Ridge signs. Ambassador GS Troop 94037 with scouts Mary Kaseman, Samantha & Skylar Biamonte, Jessica & Christina Piacentino, Nicole Kikkert, Christina Pedulla, Britany & Cortney Lyons and Ava Macchia with Troop leaders Karen Kaseman, Stephanie Piacentino & Sandra O'Byrne who also serves as the Girl Scout Service Unit Manager. During the month of September, the Borough of Wood-Ridge website had a total of 10,242-page views. For more information regarding the borough please visit www.njwoodridge.org.

Councilperson Marino:

No report

Councilperson DiMarco:

No report

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REPORTS OF OFFICERS: on file in clerk's office

Administrator Eilert stated the Wood-Ridge Athletic Complex opened this month. We have had numerous practices of soccer, recreation programs and the high school boys' and girls' teams. We have now had our first ever official soccer game on the field yesterday. The Ladies Blue Devils played against Hasbrouck Heights yesterday, and Friday will be the first ever Boys High School soccer game at the complex. We are making tremendous progress there and other elements continue to be built and are on schedule for the softball, little league and baseball fields to be completed and ready to open next spring. All the other amenities like lights, concession stands, gates, fencing and walkways will be completed then as well. It has been a historic month for the Borough in having completed this.

Mayor Sarlo stated the former Cousin Vinny's owner has begun the sale of the property and the purchaser will be submitting the liquor license transfer and applications for the zoning board shortly.

Borough Clerk Affuso: no report

Attorney Barbire: progress

Engineer Neglia: on file

REPORTS OF DEPARTMENTS: On file in clerk's office

Administration	Fire Department
CFO/Finance	Department of Public Works
Construction Code Official	Police Department
Municipal Court	Tax Collector
Emergency Management	Welfare Director

REPORTS OF BOARDS OR COMMISSIONS: On file in clerk's office

Planning Board	Shade Tree Commission
Board of Education	Senior Citizens
Recreation Commission	Veterans
Library Board	Local Assistance Board
Board of Health	Other

FIRST HEARING OF CITIZENS:

Mayor Sarlo declared the Hearing of Citizens to be open. With no citizens wishing to be heard, the first hearing of citizens was closed.

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RESOLUTIONS VOTED SEPARATELY:

**RESOLUTION NO.: 152-2020
RESOLUTION AUTHORIZING PAYMENT OF BILLS FOR OCTOBER 2020**

WHEREAS, there has been presented to the Mayor and Council of the Borough of Wood-Ridge, the attached list of invoices requesting payment of the work, labor, services and materials supplied to the Borough; and

WHEREAS, said list and certification specify the exact line item in the Budget or Ordinance to be charged therewith; and

WHEREAS, said list and certification has been reviewed and approved by the Members of the Borough Council Finance Committee as certified by their signatures on this resolution; and

NOW THEREFORE, BE IT RESOLVED, that payment of said invoices is hereby approved and authorized and the Chief Financial Officer is hereby authorized and directed to draw warrants in payment thereof, same to be signed by the proper officials of the Borough, who are hereby authorized to sign same; and

BE IT RESOLVED, that certification of the Chief Financial Officer of the availability of funds therefore shall be attached to the original copy of the Resolution and both are kept in the files of the Municipal Clerk.

Councilman Altamura requested a separate roll call for Check No. 486, 78259, 78274, 78303 on Payment of Bills.

Motion: Councilperson Marino, seconded by Romero moved to the adoption of Payment of Bills with abstentions.

Roll Call: Romero yes, Cassidy yes, Altamura abstain, Azzolini excused, Marino yes, DiMarco yes

CONSENT AGENDA:

All matters listed below are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items. If any discussion is desired by Council, that particular item will be removed from the Consent Agenda and will be considered separately.

MINUTES:

Minutes of the September 16, 2020 Regular Meeting.

RESOLUTIONS:

RESOLUTION NO.: 153-2020

A RESOLUTION AUTHORIZING THE BOROUGH OF WOOD-RIDGE TO RENEW THE CONTRACT WITH NIXLE TO PROVIDE NOTIFICATION SERVICES FOR THE BOROUGH OF WOOD-RIDGE

WHEREAS, the Borough of Wood-Ridge wishes to continue to provide an automated telephone alerting system available 24 hours a day, seven days a week, and all days per year to residents of the Borough; and

WHEREAS, the Borough has been satisfied that service provided by Nixle, an Everbridge Company and the service provided is a reasonable cost.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Wood-Ridge, County of Bergen, State of New Jersey as follows:

1. The Mayor and Borough Clerk of the Borough of Wood-Ridge are hereby authorized and directed to execute the attached Quotation with Nixle, an Everbridge Company with principal offices located at 500 N. Brand Blvd, Suite 1000, Glendale, CA 91203 for said notification services. The contract shall be for one (1) year beginning December 31, 2020 and ending on December 30, 2021. The cost of said service shall be \$3,278.18.

2. This contract is awarded pursuant to appropriate Law of the State of New Jersey specifically but not by way of limitation, N.J.S.A. 40A:11-1, et seq. as well as any other pertinent statutes appertaining thereto.

3. If applicable a Certificate of Availability of Funds pursuant to N.J.S.A. 40A:4-57 has been certified to by the Chief Finance Officer and is attached hereto and made a part hereof.

4. Funds are subject to an appropriation by the Mayor and Council of the Borough of Wood-Ridge and will be provided by the local finance office when appropriated.

RESOLUTION NO.: 154-2020

RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WOOD-RIDGE, IN THE COUNTY OF BERGEN, NEW JERSEY, DESIGNATING A \$9,545,000 BOND ANTICIPATION NOTE, DATED OCTOBER 9, 2020, PAYABLE OCTOBER 8, 2021, AS A "QUALIFIED TAX-EXEMPT OBLIGATION" PURSUANT TO SECTION 265(b)(3) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED.

WHEREAS, the Borough of Wood-Ridge, in the County of Bergen, New Jersey (the "Borough"), intends to issue a \$9,545,000 Bond Anticipation Note, dated October 9, 2020 and payable October 8, 2021 (the "Note"); and

WHEREAS, the Borough desires to designate the Note as a "qualified tax-exempt obligation" pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code");

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NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Wood-Ridge, in the County of Bergen, New Jersey, as follows:

SECTION 1. The Note is hereby designated as a "qualified tax-exempt obligation" for the purpose of Section 265(b)(3) of the Code.

SECTION 2. It is hereby determined and stated that (1) said Note is not a "private activity bond" as defined in the Code and (2) the Borough and its subordinate entities, if any, do not reasonably anticipate issuing in excess of \$10 million of new money tax-exempt obligations (other than private activity bonds) during the calendar year 2020.

SECTION 3. It is further determined and stated that the Borough has, as of the date hereof, issued the following tax-exempt obligations (other than the Note) during the calendar year 2020:

<u>AMOUNT</u>	<u>DATED – DUE</u>
\$9,800,000 BAN	2/7/20 – 2/5/21
9,800,000 BAN	9/11/20 – 9/10/21

SECTION 4. The Borough will, to the best of its ability, attempt to comply with respect to the limitations on issuance of tax-exempt obligations pursuant to Section 265(b)(3) of the Code; however, said Borough does not covenant to do so, and hereby expressly states that a covenant is not made hereby.

SECTION 5. The issuing officers of the Borough are hereby authorized to deliver a certified copy of this resolution to the original purchaser of the Note and to further provide such original purchaser with a certificate of obligations issued during the calendar year 2020 dated as of the date of delivery of the Note.

SECTION 6. This resolution shall take effect immediately upon its adoption.

RESOLUTION NO. 155-2020

RESOLUTION AUTHORIZING INSTALLATION OF HANDICAPPED PARKING

WHEREAS, an application was received by the Chief of Police for a handicap parking spaces at the following locations:

501 Innes Road;
505 Eleanor Drive

WHEREAS, the Chief of Police has recommended that the said applications for said handicap parking spaces be approved at:

501 Innes Road
505 Eleanor Drive

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Wood-Ridge, Bergen County, New Jersey that handicap parking spaces at the above addresses be established in accordance with Chapter 232, Section 37 of the Code of the Borough of Wood-Ridge.

RESOLUTION NO.: 156-2020
RESOLUTION APPROVING CHANGE ORDER #1 TO MODIFY DESIGN OF BLEACHERS AND PRESS BOX AT WOOD-RIDGE ATHLETIC CENTER SOCCER FIELD

Be it resolved by the Mayor and Council of the Borough of Wood Ridge of Bergen County, New Jersey upon the recommendation of the Borough Engineer that the Change Order for the Contract listed below be and is hereby approved.

TITLE OF JOB: Wood-Ridge Athletic Complex - Soccer Field

CONTRACTOR: Nickerson Corporation, 515 Union Avenue, Union Beach, NJ 07735

CHANGE ORDER No.: 1

AMOUNT OF CHANGE THIS RESOLUTION: \$40,970.93 Increase

This Resolution to take effect upon certification by the Borough Treasurer that sufficient funds are available.

RESOLUTION NO.: 157-2020
RESOLUTION AUTHORIZING FAIR AND OPEN PROCESS FOR 2021 REQUEST FOR QUALIFICATION OF PROFESSIONALS

WHEREAS, pursuant to the New Jersey Local Unit Pay-To-Play Law, N.J.S.A. 19:44a-20.4 et seq., the Mayor and Council may decide to use a “fair and Open Process” in awarding certain professional service contracts for which public bidding is not required by the Local Public contracts Law; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.7, the Mayor and Council’s decision as to what constitutes a fair and open process if final.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Wood-Ridge , County of Bergen, and State of New Jersey that the Borough of Wood-Ridge shall use as its Fair and Open Process criteria in 2021 the Request of Qualification criteria on file with the Borough Clerk, the terms of which are incorporated herein by reference.

**FAIR AND OPEN
REQUEST FOR QUALIFICATIONS**

I. Notice of Request for Qualifications Statements

The Borough of Wood-Ridge (“Borough”) is soliciting Qualifications Statements from interested persons and/or firms for the awarding of 2021 contracts for the provision of the services listed below, by a Request for Qualifications process (“RFQ”). Individual persons and/or firms interested in assisting the Borough with the provisions of these services must prepare and submit a Qualifications Statement in accordance with the procedure and schedule in the RFQ. The Borough will review Qualifications Statements only from those persons or firms that submit a Qualifications Statement that includes substantially all the information required to be included as described, in the sole judgment of the Borough’s Mayor and Council.

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The Borough intends to qualify person(s) and/or firms(s) that (a) possess(es) the professional, financial and administrative familiarity with the Borough, experience, training and capabilities to provide the proposed services, and (b) agrees and meets the terms and conditions determined by the Borough that provide the greatest benefit to the taxpayers of the Borough of Wood-Ridge.

The selections of qualified respondents are not subject to the public bidding or competitive contracting provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is, however, subject to the fair and open process authorized by the New Jersey Local Unit Pay-To-Play Law, N.J.S.A. 19:44A-20.4 et seq. The Borough has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process to assure that each person and/or firm is provided an equal opportunity to submit a Qualifications Statement in response to the RFQ.

Qualifications Statements must be submitted to and be received by Gina Affuso, Borough Clerk, at the Office of the Borough Clerk, 85 Humboldt Street, Wood-Ridge, NJ 07075 on or before 10:00 a.m. on November 30, 2020. Qualification Statements will not be accepted by facsimile transmission or e-mail. The responses will be opened at 11:00 a.m. on November 30, 2020, in the Office of the Borough Clerk for review by the Mayor and Council.

CONTRACTS SUBJECT TO THE WITHIN NOTICE:

1. Borough Attorney
2. Tax Appeal Attorney
3. Special Counsel for Redevelopment
4. Borough Auditor
5. Bond Counsel
6. Borough Engineer
7. Borough Environmental Engineer
8. Borough Risk Manager
9. Borough Planner
10. Borough Appraiser
11. Public Defender
12. Alternate Public Defender
13. Prosecutor
14. Alternate Prosecutor
15. Architect (also responsible for historic preservation projects)
16. Financial Advisor for Bond issuance
17. Land Use Board Attorney
18. Land Use Board Engineer
19. Land Use Board Planner

II. Instructions for Qualifications Statements and Criteria

Qualifications Statements must be submitted in the manner designed in these instructions, and must be enclosed in sealed envelopes bearing the name, address and telephone number of the person and/or firm submitting the statement and the name of the work on the outside, addressed to the Borough. (Submission of only one copy is necessary).

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Qualifications Statements shall demonstrate the following:

- A. Experience and reputation of the person/firm in the field;
- B. Training and licensing of the person/firm;
- C. Availability to accommodate the needs of the Borough's meeting schedule; and
- D. Knowledge of the Borough's needs and history and the subject matter to be addressed under the contract.

The Borough's Mayor and Council reserve the right to select qualified contractors in their sole discretion, which shall be exercised in accordance with their sole judgment as to the public interest. Those responding to the RFQ are required to comply with the provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq. if applicable.

RESOLUTION NO.: 158-2020

RESOLUTION APPROVING REFUND FOR OVERPAYMENT OF TAXES FOR BLOCK 333, LOT 1.12

WHEREAS, the Mayor and Council of the Borough of Wood-Ridge have been informed by the Tax Collector of the Borough of Wood-Ridge that an overpayment of taxes was made by Fleet Wood-Ridge LLC for the 3rd & 4th Quarters of 2020 property taxes, for Block 333 and Lot 1.12 for the property known as Roosevelt Drive in the amount of \$3793.45,

WHEREAS the Tax Collector of the Borough of Wood-Ridge has requested a refund of said overpayments be made payable to Fleet Wood-Ridge LLC 225 Millburn Ave, Millburn, NJ 07041 and hereto made a part hereof and,

NOW THEREFORE BE IT RESOLVED, that the Tax Collector is hereby authorized to refund the total of \$3793.45 for the overpayment of taxes and be further authorized to adjust the books and records of the Tax Office as required by law.

RESOLUTION NO.: 159-2020

RESOLUTION APPROVING AND ACCEPTING CORRECTIVE ACTION PLAN

WHEREAS, the 2019 Annual Audit of the Borough of Wood-Ridge, conducted by Gary J. Vinci, contained certain recommendations requiring action; and

WHEREAS, these recommendations have been reviewed by the Borough's Chief Financial Officer; and

WHEREAS, the Chief Financial Officer, in accordance with the requirements promulgated by the NJ Division of Local Government Services, has developed a plan to address the recommendations listed by the auditors.

NOW THEREFORE BE IT RESOLVED by the Borough Council of the Borough of Wood-Ridge, that the Corrective Action Plan for the 2019 Municipal Audit, hereto attached is hereby approved and accepted; and

BE IT FURTHER RESOLVED by the Borough Clerk is hereby directed to transmit a certified copy of this Resolution and its attachments to the Division of Local Government Services.

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Finding Number: 1
Description: The Recreation Department deposit all fees collected within forty-eight hours of receipt.
Corrective Action: Procedures for recording receipt of funds and for depositing same have been modified to ensure compliance. Additional efforts will continue to be made to ensure compliance.
Implementation Date: Ongoing

Finding Number: 2
Description: All bank accounts be in agreement with the respective general ledger cash accounts.
Corrective Action: Coaching of responsible staff will continue in an effort to achieve compliance.
Implementation Date: Ongoing

Finding Number: 3
Description: The Police Department maintain a cash receipt ledger for all monies collected.
Corrective Action: The ledger will be implemented with responsible staff.
Implementation Date: Ongoing

Finding Number: 4
Description: The Construction Department remit all fees collected to the Finance Department within forty-eight hours of receipt.
Corrective Action: Procedures for recording receipt of funds and for depositing same have been modified to ensure compliance. Additional efforts will be made to ensure compliance.
Implementation Date: Ongoing

Finding Number: 5
Description: The Borough approve a statement of exigency for all emergency sewer repairs and such statements be made available for audit.
Corrective Action: The statement of exigency was overlooked. Additional efforts will be made to ensure compliance.
Implementation Date: Ongoing

Finding Number: 6
Description: A payroll agency ledger by deduction be maintained and reconciled with the monthly bank reconciliation.
Corrective Action: The ledger will be implemented with responsible staff.
Implementation Date: Ongoing

This was adopted by the Mayor and Council of the Borough of Wood-Ridge at a Regular Meeting on October 21, 2020.

RESOLUTION NO.: 160-2020

RESOLUTION APPOINTING CHRISTOPHER W. EILERT AS THE DESIGNATED EMPLOYER REPRESENTATIVE FOR THE BOROUGH OF WOOD-RIDGE

WHEREAS, pursuant to the United States Department of Transportation regulations governing the required alcohol and drug testing for all individuals holding a Commercial Drivers' License (CDL) and individuals designated as safety-sensitive employees, every company covered by the regulations must have one or more Designated Employer Representative ("DER"); and

WHEREAS, the DER must be an employee of the Borough of Wood-Ridge; and

WHEREAS, the DER is the person responsible within the workplace for the drug and alcohol program; and

WHEREAS, the DER shall be authorized by the Borough of Wood-Ridge to take immediate action to remove employees from safety-sensitive duties, to make decisions required in the testing process, and to receive test results; and

WHEREAS, the DER's overall responsibilities shall include:

- Managing the Borough of Wood-Ridge's drug and alcohol testing program
- Acting as the liaison for drug and alcohol testing service agents
- Staying informed of every test and its result
- Performing the necessary functions according to the results of the tests and taking immediate action, including:
 - 1) Removing employees from safety-sensitive duties
 - 2) Making necessary decisions in the testing and evaluation process
 - 3) Receiving test results and other communications for the employer
 - 4) Reporting test results to the appropriate state and/or local authorities, if necessary
 - 5) Following the Borough of Wood-Ridge policy regarding the consequences of a positive test result or refusal to test
 - 6) Maintaining compliance with 49 CFR Part 40, NJ DOT regulations and Borough of Wood-Ridge policies.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Wood-Ridge, Bergen County, New Jersey that Christopher W. Eilert is hereby appointed as the Designated Employer Representative of the Borough of Wood-Ridge.

BE IT FURTHER RESOLVED, that Christopher W. Eilert, as the Designated Employer Representative is hereby authorized to take all steps necessary to fulfill the requirements of the DER.

APPLICATIONS:

- a. Application from Assumption Church/Sports for a Wednesday Bingo, Sunday Bingo and Pull-Tab Raffles for the year of 2021 at Assumption Church.

SEMINAR APPROVALS:

None

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APPOINTMENTS:

- a. Resignation of Jonathan Braid as Class IV Member of the Land Use Board.
- b. Appointment of Jack Gaige and Michael Hanna as Junior Firefighters of the Wood-Ridge Fire Department effective October 7, 2020.

HIRINGS:

None

Motion: Councilperson Altamura, seconded by Cassidy moved to the adoption of all matters on the above **CONSENT AGENDA.**

Roll Call: Romero yes, Cassidy yes, Altamura yes, Azzolini excused, Marino yes, DiMarco yes

UNFINISHED BUSINESS:

The next council meeting has been rescheduled to Wednesday, November 18th at 7:00 pm.

NEW BUSINESS:

Mayor Sarlo acknowledged Chief Cribben, Chip of TapInTo, and Bob Riccardella who were present in this evening.

SECOND HEARING OF CITIZENS:

Mayor Sarlo declared the Hearing of Citizens to be open. With no citizens wishing to be heard, the second hearing of citizens was closed.

ADJOURNMENT:

Since there was no further business to come before the Council, Councilperson Cassidy, seconded by Councilperson DiMarco moved for adjournment. By unanimous vote of the members of the Council present, the Regular Meeting of the Mayor and Council of the Borough of Wood-Ridge held on October 21, 2020 was duly adjourned at 7:12 p.m.

Respectfully submitted,

Gina Affuso, RMC
Borough Clerk