

**BOROUGH OF WOODCLIFF LAKE
MAYOR AND COUNCIL MINUTES
APRIL 6, 2020
7:00 PM**

CALL TO ORDER

Notice of this meeting, in accordance with the "Open Public Meetings Law, 1975, C. "231", has been posted at the Borough Hall and two newspapers, The Record and The Ridgewood News, have been notified. This meeting is being held via zoom and televised.

ROLL CALL

Mayor Rendo asked for a roll call. Council members Gadaleta, Gross, Falanga, Singleton and Spelling were present. Borough Attorney John Schettino was present, as well as Borough Administrator Tomas Padilla and Borough Clerk Debbie Dakin. Councilwoman Hayes was absent.

PLEDGE OF ALLEGIANCE

All present recited the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion to approve the Minutes of March 16, 2020 (Closed) was made by Councilwoman Gross, second by Councilman Spelling and approved by Councilman Falanga, Councilwoman Gadaleta, Councilwoman Gross, Council President Singleton and Councilman Spelling.

Motion to approve the Minutes of March 16, 2020 (Open) was made by Councilwoman Gadaleta, second by Councilwoman Gross and approved by Councilman Falanga, Councilwoman Gadaleta, Councilwoman Gross, Council President Singleton and Councilman Spelling.

MAYOR'S REPORT

Mayor Rendo stated that he was going to pass on the Mayor's Report because he spoke for 45 minutes yesterday on Facebook Live. Mayor Rendo stressed to everyone to please continue to follow social distancing.

ADMINISTRATOR'S REPORT

Administrator Padilla stated that the Mayor touched on the major topics yesterday on Facebook Live. Mr. Padilla stated that he knows that some residents are a little frustrated regarding bulky pick up and brush pick up. Because of the situation, we had to close the ecology center and that has caused some strain on some folks. We have had to pick up a lot more recyclables (co-mingled). We put out a schedule that really tries to address it all. We are doing the best we can. We need to keep our residents safe and we also need to keep our employees safe. Garbage pick up will be critical if our employees start to get sick. We pick up garbage 4 days a week. We normally pick up 12 tons of garbage on the first 2 days of the week and 12 tons on the last 2 days of the week. We are now picking up 8 tons per day. More people are home and are around so that amounts to more garbage. Now, we must take our garbage to the dump daily as opposed to twice a week. That takes a great deal of effort and a large amount of time. Mr. Padilla went over the garbage pick-up and recycling schedule.

COUNCIL MEMBERS' REPORT/COMMENTS

Councilwoman Gadaleta stated read an email from a resident commending the DPW for their incredible dedication during this time and to the Mayor and Council for keeping them informed and safe. Additionally, there was a resident in town that donated over 1,000 masks to our police, fire department and first responders.

Councilwoman Gross stated that she met virtually with Councilman Falanga, Tom Padilla and Elizabeth Calderone and touched on a few things. The Spring Fest has been postponed until next year. They will re-evaluate the pool at the end of May. They would like to remain hopeful that something can happen but are also being realistic. It takes a lot of people and a lot of time to get the pool up and running. Camp is also questionable. Registration is at this point open, but we will not require payment at this time. Our seniors are continuing to call each other for support. Sol Restaurant made a quick decision to close when the start of COVID-19 happened and donated all their perishable food to the Waterfront Home in Woodcliff Lake. They are now open for take-out so please try and support them. We had a lot of donations to our police department so thank you to all those that donated. We need to address affordable housing which was a great concern before all of this happened. Councilwoman Gross stated that with regard to the Apple Ridge property in Saddle River, the Council would like Mr. Schettino to write a letter and address the Saddle River Council with our concerns that if they would ever require a curb cut on Apple Ridge or to open up Apple Ridge to Woodcliff Avenue, that it would have a negative effect on our community as well as concerns with cutting down trees because of water issues. We would also like Mr. Schettino to attend these Fairness Hearing when that occurs to address our concerns in front of the Judge. Mr. Schettino stated that Councilwoman Gross summarized it well. The meeting took place to discuss the land use perspectives and how the development of that site could impact the issues that the Borough raised. It was suggested that Mr. Schettino write a letter to Judge Padovano ahead of time to advise him that he would be appearing on behalf of Woodcliff Lake and raising the Borough's concerns to the Judge prior to the hearing date.

MOTION to authorize Mr. Schettino advise the Judge and attend the Fairness Hearing to address the concerns of Woodcliff Lake regarding the Saddle River property was made by Councilwoman Gross, second by Council President Singleton and approved by Councilman Falanga, Councilwoman Gadaleta, Councilwoman Gross, Councilman Spelling and Council President Singleton.

Council President Singleton stated that they are planning to introduce the Capital Budget at the April 20, 2020 Mayor and Council meeting. Mr. Padilla stated that he will send hard copies home tomorrow to the Finance Committee regarding the Capital Budget. Mr. Singleton stated that they are planning to introduce the Municipal Budget on May 4, 2020 and have the budget presentation on June 8, 2020 with our CFO and Auditor (virtually).

Councilwoman Gross stated that the police department was highlighted on nj.com for celebrating children's birthdays. The Easter Bunny was an idea to try and bring some good cheer. There will be 2 trucks going around town with the Easter Bunny on Friday.

Councilman Spelling stated that everyone should be checking on their senior neighbors, if possible.

ORDINANCE

Introduction Ordinance 20-01
2020 Salary Ordinance
An Ordinance to Fix the Compensation of Certain Officers and Employees of the
Borough of Woodcliff Lake, County of Bergen, State of New Jersey

MOTION to introduce Ordinance 20-01 was made by Council President Singleton, second by Councilwoman Gross and unanimously approved by voice call vote.

PUBLIC COMMENT

Mayor Rendo asked if anyone from the public would like to call in, now is the time to do it. Administrator Padilla gave the phone number of the Council Chambers.

MOTION to open to the public was made by Councilman Spelling, second by Councilwoman Gross and unanimously approved.

No comments.

MOTION to close to the public was made by Council President Singleton, second by Councilwoman Gadaleta and unanimously approved.

Councilwoman Gadaleta stated that the Red Cross is having a blood drive on April 17th in Park Ridge.

Councilman Falanga stated that the Salary Ordinance that was introduced provides new steps for our DPW. Our DPW is significantly underpaid in comparison to the other Pascack Valley municipalities. This salary ordinance does have an increase step which should remedy that problem. Once adopted, this will result in an increase compensation for our DPW.

CORRESPONDENCE


CONSENT AGENDA

MOTION to approve the Consent Agenda was made by Councilwoman Gadaleta, second by Council President Singleton and unanimously approved.

ADJOURNMENT

MOTION to adjourn was made by Council President Singleton, second by Councilman Falanga and unanimously approved by voice call vote. Meeting was adjourned at 7:35 PM.

Respectfully submitted,



Deborah Dakin, RMC, CMR
Borough Clerk

BOROUGH OF WOODCLIFF LAKE

ORDINANCE NO. 20-01

'AN ORDINANCE TO FIX THE COMPENSATIONS OF CERTAIN OFFICERS AND EMPLOYEES OF THE BOROUGH OF WOODCLIFF LAKE, COUNTY OF BERGEN AND STATE OF NEW JERSEY'

BE IT ORDAINED by the Mayor and Council of the Borough of Woodcliff Lake as follows pursuant to N.J.S.A. 40:48-1, 40:49-2, and 40A:9-165:

SECTION I. That the annual maximum base compensation to be paid to the following officers and employees of the Borough of Woodcliff Lake shall be fixed for the year 2020 as follows:

	SALARY RANGE	
	MIN.	MAX.
Mayor	4,550	10,000
Councilmembers	2,900	7,500

SECTION II. That the annual maximum base compensation to be paid to the following officers and employees of the Borough of Woodcliff Lake shall be for the year 2020 as follows:

	SALARY RANGE	
	MIN.	MAX.
<u>Administration</u>		
Administrator	90,000	150,000
Admin. Asst./Fire Prev Scty	30,000	60,000
Director of Public Assistance	1,600	3,000
Summer Intern	11.00/hour	15.00/hour
<u>Clerk</u>		
Borough Clerk/Office Manager/Registrar/ Safety Coordinator	55,000	93,000
<u>Building Dept</u>		
Construction Code Official	30,000	50,000
Tech. Assistant (FT)	30,000	50,000
Tech. Assistant (PT)	25,000	35,000
Property Maintenance Official(s)	13,000	35,000

Construction Supervisor/Building & Grounds	12,000	25,000
Building Sub code Official (PT/ Salaried)	10,000	20,000
Plumbing Sub code Official (PT/Salaried)	10,000	20,000
Electrical Sub code Official (PT/Salaried)	10,000	20,000
Fire & Mechanical Sub code Official (PT/Salaried)	10,000	20,000
Building Inspector (PT/Salaried)	5,000	12,000
Electric Inspector (PT/Salaried)	5,000	12,000
Plumbing Inspector (PT/Salaried)	5,000	12,000
Zoning Official (PT/Salaried)	10,000	20,000
Zoning Board Administrator	46,000	60,000
Planning/Zoning Board Secretary (up to 20 meetings)		5,000/annually
<ul style="list-style-type: none"> • Special Meetings (Over 20 meetings) • Alternate Secretary 	\$250.00 per meeting	\$250.00 per meeting

SALARY RANGE

	<u>MIN.</u>	<u>MAX.</u>
<u>Finance</u>		
Chief Financial Officer (PT)	25,000	55,000
Finance Clerk/Asst to CFO	32,000	60,000
Finance Clerk/Purchasing/Payroll Benefits	32,000	60,000
Finance Clerk	30,000	60,000
Tax Collector	42,600	66,000
<u>Fire Prevention</u>		
Fire Prevention Official	15,000	30,000
Deputy Fire Prevention Officials	25.00/hour	40.00/hour
Fire Prevention Inspectors	23.00/hour	35.00/hour

SALARY RANGE

	<u>MIN.</u>	<u>MAX.</u>
<u>Additional Stipends</u>		
Deputy Registrar		500 - 1,500 annually
Board of Health Secretary		1,500 – 3,000 annually
Website Administrator/Social Media		3,000 – 6,000 annually
QPA		3,000 - 6,000 annually

SECTION III. Public Safety. That the annual maximum base compensation to be paid to the following officers and employees of the Borough of Woodcliff Lake shall not exceed the following amounts for the year 2020.

	SALARY RANGE	
	<u>MIN.</u>	<u>MAX.</u>
Police Chief	160,000	200,000
Captain	150,000	175,000
Admin. Asst./ Matron	30,000	60,000
Admin. Asst./Matron (P/T)	20.00/hour	30.00/hour
Emergency Mgmt. (OEM) Coordinator (P/T)	5,200	10,400
Deputy OEM Coordinator (P/T)	2,000	4,000
School Crossing Guards (P/T)	15.00/hour	23.00/hour

SECTION IV. Department of Public Works. That the annual maximum base compensation to be paid to the following officers and employees of the Borough of Woodcliff Lake shall not exceed the following amounts for the year 2020.

	SALARY RANGE	
	<u>MIN.</u>	<u>MAX.</u>
Superintendent	85,000	115,000
Foreman	60,000	95,000
DPW All Other F/T	38,000	76,000 – <i>According to Step Guide Below</i>

DPW Step Guide:

Employees are hired at Step 1 or 1A and move to the next step on the yearly anniversary of their hire date.

- Step 1 (Entry) 38,000
- Step 1A (w/CDL)* 40,000
- Step 2 44,000
- Step 3 48,000
- Step 4 52,000
- Step 5 56,000
- Step 6 60,000
- Step 7 64,000
- Step 8 68,000
- Step 9 72,000
- Step 10 76,000

*CDL is defined as CDL WITH Air Brakes and WITHOUT Restriction (E) the Manual Transmission Restriction. Employees MUST complete said certification by set date as a condition of their continued employment (Normally w/in 12 months of hire)

Current Employees who do not possess the valid CDL Certification cannot advance to the next Step.

Stipends/Licenses – Annual Amount

To be paid quarterly providing the employee is in that role at the time and has met the requirements including any certifications/licenses for the position. Not Subject to Longevity and/or pension.

Recycling Coordinator	4,000 – 6,000
Deputy Recycling Coordinator	2,000 – 4,000
Sewer License Holder	4,000 - 6,000
Facilities Management (Main)	2,500 – 5,000
Facilities Management (Asst.)	1,500 – 3,000
Tree Truck (Main)	1,500 - 2,500
Tree Truck (Asst)	1,000 - 2,000
Mechanic	1,500 - 3,000

SALARY RANGE

	<u>MIN.</u>	<u>MAX.</u>
<u>Seasonal/Stand-by/Hourly Employees</u>		
Ecology Lead	25.00/hour	35.00/hour
Ecology Assistant	15.00/hour	20.00/hour
Snow Plow Helper/Driver	20.00/hour	35.00/hour
Summer Help	13.00/hour	18.00/hour
Leaves – Fall Help	15.00/hour	25.00/hour
Senior Van Driver	18.00/hour	25.00/hour
Stand-By pay/period		350.00/week
Lead Man – Designated on occasion at discretion of the DPW Supt		\$50/Day

SECTION V. Parks & Recreation. That the annual maximum base compensation to be paid to the following officers and employees of the Borough of Woodcliff Lake shall not exceed the following amounts for the year 2020:

	SALARY RANGE	
	<u>MIN.</u>	<u>MAX.</u>
Communciations/Recreation Director	30,000	90,000
Pool Manager	9,000	15,000
Pool Assistant Manager	8,000	12,000
Co-Director – Summer Day Camp	5,500	7,500
Lifeguard	10.30/hour	15.00/hour
Gate Guard	10.30/hour	15.00/hour

Camp Counselor	10.30/hour	15.00/hour
Tennis Attendant	8.85/hour	15.00/hour

SECTION VI. Hourly Rate/miscellaneous compensation. That the rate of time employed for part time or temporary shall be no less than that set by the United States Department of Labor Fair Standards Act.

That the rate of overtime shall be computed at the rate of one and one-half (1-1/2) times the base salary hourly wage of the employee after 40 hours worked.

That all full-time employees may be compensated one day's pay (base pay) for each two (2) unused sick days.

Maximum twelve (12) sick days per year for full-time employees. All full-time employees have an option to accumulate sick days in lieu of this compensation.

Any additional compensation must be approved by the Mayor and Council.

SECTION VII. Longevity. All full-time salaried employees hired prior to July 1, 2003 shall receive, in addition to the above base salary, the following:

STEP	LONGEVITY %	AFTER YEARS OF SERVICE
1	2	6
2	4	11
3	6	15
4	8	19
5	10	22
6	12	25
7	14 (CAP)	28

LONGEVITY IS NOT REFLECTED IN 2020 SALARIES ON APPLICABLE EMPLOYEES

SECTION VIII. Contracts. Any contracts or agreements, which have been duly authorized by the Mayor and Council, the terms and conditions of said agreements will be adhered to.

SECTION IX. That this ordinance shall be retroactive to January 1, 2020 upon passage and publication as required by law.

SECTION X. Unless expressly stated otherwise or required by law, this ordinance shall not create any rights that did not exist before this ordinance and this ordinance shall not be deemed to create any vacancies unless the law requires otherwise.

SECTION XI. All prior ordinances that are inconsistent with this ordinance are repealed. All ordinances are hereby amended to be consistent with this ordinance and all ordinances, including this one, shall be construed consistent with the express purpose of this ordinance.

SECTION XII. This ordinance shall be construed consistent with its purpose. Any ambiguities in this ordinance shall be construed in accordance with the purpose of this ordinance. If any part of this ordinance is invalidated by a court of competent jurisdiction, the remainder of this ordinance shall be saved to the full extent possible. This ordinance repeals provisions of the Borough Code only where stated herein; otherwise this ordinance is amendatory and supplementary to existing provision of the Borough Code.

SECTION XIII. This ordinance shall be codified as an amendment to the salary ordinance.



BOROUGH OF WOODCLIFF LAKE

188 PASCACK ROAD, WOODCLIFF LAKE, NEW JERSEY 07677

Carlos Rendo, Mayor
Tomas J. Padilla, Borough Administrator

201-391-4977
Fax 201-391-8830

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga			X			
Gadaleta	X		X			
Gross			X			
Hayes						X
Singleton		X	X			
Spelling			X			
Mayor Rendo						

RESOLUTION AUTHORIZING PAYMENT OF PAYROLL & PAYMENT OF CLAIMS

RESOLUTION NO. 20-108

APRIL 6, 2020

BE IT RESOLVED, that the following Payroll Disbursements made by the Treasurer since the last meeting are proper and hereby ratified and approved:

Payroll Released 3/31/2020 \$206,637.27

BE IT FURTHER RESOLVED that the following current claims against the Borough for materials and services have been considered and are proper and hereby are approved for payment:

Current Fund:	\$ 1,053,408.22
Animal:	\$ 4,240.20
Trust/Other:	\$ 1,269.78
Open Space Trust:	\$ 16,247.76
Capital:	\$ 32,790.24
Escrow:	\$ 2,618.95

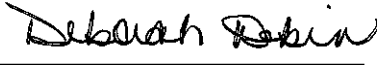
CERTIFICATION OF FUNDS

I, Harold Laufeld, Chief Financial Officer of the Borough of Woodcliff Lake, hereby duly certify that fund(s) are available for Payroll Disbursements and Payment of Claims.

Harold Laufeld
Chief Financial Officer

CERTIFICATION

I, Deborah Dakin, Municipal Clerk of the Borough of Woodcliff Lake in the County of Bergen and the State of New Jersey do hereby certify that the foregoing resolution is a true copy of the original resolution duly passed and adopted by the Mayor and Council at the meeting of April 6, 2020.



DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK



BOROUGH OF WOODCLIFF LAKE

188 PASCACK ROAD, WOODCLIFF LAKE, NEW JERSEY 07677

Carlos Rendo, Mayor
Tomas J. Padilla, Borough Administrator

201-391-4977
Fax 201-391-8830

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga			X			
Gadaleta	X		X			
Gross			X			
Hayes						X
Singleton		X	X			
Spelling			X			
Mayor Rendo						

RESOLUTION APPROVING BERGEN COUNTY UTILITIES AUTHORITY SOLID WASTE COOPERATIVE MARKETING PROGRAM

RESOLUTION NO. 20-109

APRIL 6, 2020

WHEREAS, in 2018 the Borough of Woodcliff Lake entered into a Solid Waste Service Agreement with the Bergen County Utilities Authority (hereinafter "BCUA") to participate in the BCUA Solid Waste Cooperative Marketing Program;

WHEREAS, the BCUA Solid Waste Cooperative Marketing Program will terminate on May 31, 2020; and

WEHREAS, on January 23, 2020, the BCUA Commissioners adopted a resolution extending its existing solid waste disposal contract for an additional year commencing June 1, 2020 through May 31, 2020; and

WHEREAS, in accord with the First Amendment to the Solid Waste Service Agreement, a copy of which is attached hereto and incorporated herein by reference, the per ton cost for the one year extension has increased from \$66.39 to \$69.05 per ton inclusive of a \$3.00 per ton recycling tax; and

WHEREAS, the Borough Administrator and Department of Public Works has reviewed this matter and the First Amendment to the Solid Waste Service Agreement attached hereto and incorporated herein by reference and recommend the approval of the one year extension.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Woodcliff Lake, that the First Amendment to Solid Waste Service Agreement between the

Borough and the Bergen County Utilities Authority to extend the existing solid waste disposal contract for a term of one year commencing June 1, 2020 through May 31, 2021 be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Borough Administrator be and is hereby authorized and directed to execute the First Amendment to the Solid Waste Service Agreement attached hereto and incorporated herein by reference; and

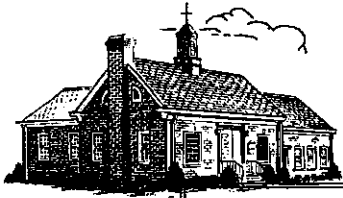
BE IT FURTHER RESOLVED, that the Borough Clerk be and she is hereby authorized and directed to forward a copy of this resolution together with the signed First Amendment to Solid Waste Agreement to the Bergen County Utilities Authority upon its passage.

CERTIFICATION

I, Deborah Dakin, Municipal Clerk of the Borough of Woodcliff Lake in the County of Bergen and the State of New Jersey, do hereby certify that the foregoing resolution is a true copy of the original resolution duly passed and adopted by the Governing Body at the meeting of April 6, 2020.



**DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK**



BOROUGH OF WOODCLIFF LAKE

188 PASCACK ROAD, WOODCLIFF LAKE, NEW JERSEY 07677

Carlos Rendo, Mayor
Tomas J. Padilla, Borough Administrator

201-391-4977
Fax 201-391-8830

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga			X			
Gadaleta	X		X			
Gross			X			
Hayes						X
Singleton		X	X			
Spelling			X			
Mayor Rendo						

RESOLUTION APPROVING LAW SOFT INC.

RESOLUTION NO. 20-110

APRIL 6, 2020

WHEREAS, the Borough of Woodcliff Lake Police Department is in need of IT Maintenance and Support for its designated hardware and systems; and

WHEREAS, Law Soft, Inc. is the present vendor for the Police Department's Records Management System and is able to provide the Police Department with IT Maintenance and Support; and

WHEREAS, Law Soft, Inc. has submitted a proposal for IT Maintenance and Support to the Police Department for a one year term commencing April 1, 2020 at a monthly fee of \$600.00, a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, the Borough Administrator and Woodcliff Lake Police Department have reviewed the within referenced proposal from Law Soft Inc. and recommends the approval of same; and

WHEREAS, the Chief Financial Officer has certified that the funds are available for same, said certification is attached hereto and incorporated herein by reference.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of Woodcliff Lake, County of Bergen and State of New Jersey, that the proposal submitted by Law Soft Inc. for IT Maintenance and Support for the Woodcliff Lake Police Department be and is hereby approved; and

BE IT FURTHER RESOLVED, that Law Soft Inc. shall provide the IT Maintenance and

Support Services to the Woodcliff Lake Police Department effective April 1, 2020 at a monthly fee of \$600.00 in accord with the proposal attached hereto and incorporated herein by reference; and

BE IT FURTHER RESOLVED, that the Borough Administrator be and is hereby authorized and directed to execute the proposal with Law Soft Inc. on behalf of the Borough; and

BE IT FURTHER RESOLVED, that the Borough Clerk be and she is hereby authorized and directed to forward a copy of this resolution together with the signed proposal to Law Soft Inc. upon its passage.

CERTIFICATION

I, Deborah Dakin, Municipal Clerk of the Borough of Woodcliff Lake in the County of Bergen and the State of New Jersey, do hereby certify that the foregoing resolution is a true copy of the original resolution duly passed and adopted by the Governing Body at the meeting of April 6, 2020.



**DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK**