



**BOROUGH OF WOODCLIFF LAKE
MAYOR AND COUNCIL AGENDA
REORGANIZATION MEETING
January 6, 2022
7:00 PM**

You are invited to a Zoom webinar.

When: Jan 6, 2022 07:00 PM Eastern Time (US and Canada)

Topic: 2022 Re-Org Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83280551076?pwd=c284Vy9xSmV1d3htWUllWm5ySIRCQT09>

Passcode: 07677

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Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or
+1 669 900 9128

Webinar ID: 832 8055 1076

International numbers available: <https://us02web.zoom.us/j/kd8xRblcXK>

CALL TO ORDER

Notice of this meeting in accordance with the "Open Public Meetings Law, 1975, C. "231" was posted at the Borough Hall and two newspapers, The Record and The Ridgewood News, have been notified.

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

Congressman Josh Gottheimer to swear in Jacqueline Gadaleta

Bergen County Commissioner Tracy Zur to swear in Jennifer Margolis

ROLL CALL

Mayor Carlos Rendo

Councilman Stephen Falanga

Councilwoman Jacqueline Gadaleta

Councilwoman Angela Hayes

Councilwoman Josephine Higgins

Councilwoman Jennifer Margolis

Councilman Richard Schnoll

PUBLIC COMMENT

(limit to 3 minutes per speaker)

MESSAGE FROM MAYOR RENDO

SELECTION OF COUNCIL PRESIDENT FOR 2022

APPOINTMENTS OF STANDING COMMITTEES

Finance and Audits	Falanga/Gadaleta
Department of Public Works & Sanitation	Higgins/Margolis
Police Department	Higgins/Schnoll
Fire Department	Gadaleta/Schnoll
Department of Parks and Recreation	Falanga/Margolis
Library	Hayes
Shade Tree Committee	Hayes
Legal (Personnel & Ordinances)	Schnoll/Falanga
Board of Health	Higgins/Gadaleta
Seniors	Margolis
Schools (K-8)	Margolis
Schools (HS – attend Hills Valley Coalition)	Hayes

ANNUAL PROFESSIONAL APPOINTMENTS

Borough Attorney	John Schettino, Esq.
Borough Engineer	Neglia Engineering
Borough Auditor	Lerch Vinci & Higgins
Labor Attorney	Wiss & Bouregy, PC
Bond Attorney	Rogut McCarthy LLC
Risk Manager	Professional Insurance Associates
Financial Advisor	Arcacia Financial Group, Inc.
Health Benefits Consultant	Professional Insurance Associates
Borough Planner	Phillips Preiss Grygiel Leheny Hughes
Special Counsel for Conflicts	Chasen, Lamparello Mallon, Cappuzzo, Mariniello & Mariniello, P.C.
	Cleary, Jacobbe, Alfieri, Jacobs, LLC
	Florio, Kenny, Raval
Residential/Commercial Tax Appeal Attorney	McCusker Anselmi Rosen Carvelli
Redevelopment Attorney	Cullen & Dykman, Jeff Zenn, Esq.
Grant Writer	Millennium Strategies, LLC
Landscape Architect	DMR Architects
5G Telecommunications	Hoplite Communications, LLC

MAYOR'S ANNUAL APPOINTMENTS AND DESIGNATIONS TO VARIOUS MUNICIPAL OFFICES

Certified Public Works Manager	Chris Behrens, CPWM
Recycling Program Coordinator	Chris Behrens
Zoning Official	Mark Berninger
Building Sub-Code Official	Mark Berninger
Property Maintenance Official	Lyle Garcia
C-2 Sewer License	Evan Barboni

Safety Fund Commissioner
Bergen County JIF Fund Commissioner Rep.
Certified Tree Expert/Arborist

Deborah Dakin
Tomas Padilla
Liz Stewart

APPOINTMENT OF PLANNING BOARD MEMBERS (Mayor's Direct Appointment)

Class I	Mayor Carlos Rendo	
	Designee: Councilman Stephen Falanga	(term ending December 31, 2022)
Class II	Heidi Pollack	(term ending December 31, 2022)
Class IV	Corrado Belgiovine	(term ending December 31, 2025)
Class IV	Jane Ann Whitchurch-Carluccio	(term ending December 31, 2025)
Alternate 2	Michael Casale	(term ending December 31, 2023)

APPOINTMENT OF PLANNING BOARD MEMBER

Class III	Josephine Higgins	(term ending December 31, 2022)
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APPOINTMENT OF ZONING BOARD MEMBERS (Mayor's Direct Appointment)

Member	Robin Malley	(term ending December 31, 2025)
Member	Lynda Picinic	(term ending December 31, 2025)
Member	Barbara Bushell	(term ending December 31, 2023)

BOARD OF HEALTH

Member	Dr. Stephen Sperber	(term ending December 31, 2024)
Member	Michelle Micali	(term ending December 31, 2024)
Member	Dr. Ann Flores-Lock	(term ending December 31, 2023)

CONSENT AGENDA

Resolution No. 22-01	Adoption of Temporary Budget for the Year 2022
Resolution No. 22-02	Depositories Designated
Resolution No. 22-03	Resolution Designating Tomas Padilla, Borough Administrator, as the Public Compliance Officer
Resolution No. 22-04	Signature Authority
Resolution No. 22-05	Interest on Delinquent Taxes
Resolution No. 22-06	Tax Collector to Charge Fee for Returned Checks
Resolution No. 22-07	Regular Meetings
Resolution No. 22-08	Legal Newspapers Designated
Resolution No. 22-09	Resolution Authorizing Certificate of Insurance for Borough- Sponsored Organizations
Resolution No. 22-10	Resolution Authorizing Regulating Vehicle Towing and Storage Services
Resolution No. 22-11	Resolution Authorizing Private Sector Reimbursement and Procedures for Emergency Expense
Resolution No. 22-12	Resolution Establishing a New Petty Cash Fund
Resolution No. 22-13	Resolution Approving Transfer of Funds for 2021
Resolution No. 22-14	A Resolution Authorizing the Re-Affirmation of the Policy & Procedures Manual of the Borough of Woodcliff Lake
Resolution No. 22-15	Resolution Authorizing Appointment of Finance/Purchasing/Payroll and Benefits Assistant
Resolution No. 22-16	Resolution of the Borough of Woodcliff Lake Appointing Emergency Management Coordinator

Resolution No. 22-17 Resolution Authorizing Chief Municipal Finance Officer the Authority to Pay Certain Obligations as Needed
Resolution No. 22-18 Resolution Authorizing Payment of Payroll and Payment of Claims
Resolution No. 22-19 Resolution Authorizing Release of Escrow
Resolution No. 22-20 Resolving Approving Participation in BCCPS 2022 Electricity Generation Supply Service
Resolution No. 22-21 Resolution Authorizing Emergency Sewer Repair

ADJOURNMENT

******Disclaimer******

Subject to Additions and/or Deletions

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

TEMPORARY BUDGET

RESOLUTION NO. 22-01 JANUARY 6, 2022

WHEREAS, Section 40A:4-19 of Revised Statutes of the Local Budget Act provides that, where any contracts, commitments or payments are to be made prior to the final adoption of the 2022 budget, temporary appropriations be made for the purpose and amounts required in the manner and time, therein provided; and

WHEREAS, the date of this resolution is within the first thirty days of January 2022; and

WHEREAS, said total temporary appropriations are limited to 26.25% of the total appropriations of the 2021 Budget exclusive of any appropriations made for debt service, capital improvement funds and public assistance in the said 2021 Budget in the amount of \$3,307,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Woodcliff Lake, County of Bergen that the following temporary appropriations be made and that a certified copy of this resolution be transmitted to the Chief Financial Officer for his records:

<u>CURRENT FUND</u>	<u>SALARIES AND WAGES</u>	<u>OTHER EXPENSES</u>	
General Administration	\$ 55,000.00	\$ 35,000.00	
Mayor and Council	\$ 8,000.00	\$ 3,000.00	
Municipal Clerk	\$ 40,000.00	\$ 15,000.00	

Financial Administration	\$ 40,000.00	\$ 10,000.00	
Information Technology		\$ 4,000.00	
Audit Services		\$ 5,000.00	
Revenue Administration	\$ 20,000.00	\$ 10,000.00	
Tax Assessment	\$ 10,000.00	\$ 20,000.00	
Legal Services		\$ 50,000.00	
Engineering Services		\$ 10,000.00	
Planning Board	\$ 10,000.00	\$ 15,000.00	
Zoning Board of Adjustment	\$ 10,000.00	\$ 10,000.00	
Uniform Construction Code	\$ 75,000.00	\$ 10,000.00	
Insurance - Other Insurance Premiums		\$ 90,000.00	
Insurance – Workers' Compensation		\$ 90,000.00	
Group Insurance Plans for Employees		\$ 425,000.00	
Unemployment Insurance		\$ 1,000.00	
Police	\$ 700,000.00	\$ 50,000.00	
Police Dispatch/911		\$ 50,000.00	
Office of Emergency Management	\$ 5,000.00	\$ 3,000.00	
Aid to Volunteer Fire Dept	\$ 1,000.00	\$ 30,000.00	
First Aid Organization		\$ 5,000.00	
Fire Hydrant Services		\$ 5,000.00	
Fire Prevention Bureau	\$ 15,000.00	\$ 5,000.00	
Municipal Court		\$ 20,000.00	
Streets and Roads	\$ 200,000.00	\$ 20,000.00	
Shade Tree Commission		\$ 5,000.00	
Solid Waste Collection	\$ 60,000.00	\$ 57,300.00	
Buildings and Grounds	\$ 20,000.00	\$ 30,000.00	
Vehicle Maintenance		\$ 50,000.00	
Public Health Services	\$ 8,000.00	\$ 10,000.00	
Animal Control		\$ 1,000.00	
Welfare Administration	\$ 500.00	\$ 200.00	
Parks and Recreation	\$ 50,000.00	\$ 75,000.00	
Maintenance of Parks		\$ 50,000.00	
Library Membership		\$ 20,000.00	
Celebration of Public Events		\$ 15,000.00	
Electricity		\$ 50,000.00	
Street Lighting		\$ 30,000.00	

Telephone		\$ 10,000.00	
Water		\$ 5,000.00	
Gasoline		\$ 50,000.00	
Sewerage Processing and Disposal	\$ 50,000.00	\$ 20,000.00	
Landfill Dumping Fees		\$ 90,000.00	
Social Security		\$ 50,000.00	
Public Employees Retirement System		\$ 50,000.00	
Police and Fire Retirement System		\$ 50,000.00	
<u>OPERATION -OUTSIDE CAP</u>			
BCUA Shared Sewer Charges		\$ 180,000.00	
Borough of Montvale - Sewer Charges		\$ 5,000.00	
Borough of Hillsdale - Sewer Charges		\$ 5,000.00	
Capital Improvement Fund		\$ 30,000.00	
Total Appropriations	\$ 1,377,500.00	\$ 1,929,500.00	\$ 3,307,000.00
Municipal Debt Service			
Interest on Bonds		\$ 78,800.00	
Total Debt Service		<u>\$ 78,800.00</u>	

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 January 6, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

DEPOSITORIES DESIGNATED

**RESOLUTION NO. 22-02
JANUARY 6, 2022**

WHEREAS, the Mayor requests a resolution for the designation of depositories; and

WHEREAS, it is provided that the Mayor and Council shall designate by resolution the banks and trust companies in which the Tax Collector and Chief Financial Officer shall deposit the moneys coming into their hands by virtue of their offices:

BE IT RESOLVED, that
 State of NJ Cash Management Fund
 TD Bank
 Valley National Bank
 PNC Bank
 Wells Fargo Bank
 Lakeland Bank
 ConnectOne Bank
 Kearny Bank

hereby are designated depositories in which the Tax Collector and Chief Financial Officer shall deposit all moneys coming into their hands by virtue of their offices.

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 January 6, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

**RESOLUTION DESIGNATING TOMAS PADILLA, BOROUGH ADMINISTRATOR,
AS THE PUBLIC COMPLIANCE OFFICER**

**RESOLUTION NO. 22-03
January 6, 2022**

WHEREAS, N.J.A.C. 17:27-1 et. seq. requires every public agency to annually designate an employee to serve as its Public Compliance Officer (P.A.C.O.); and

WHEREAS, the Borough of Woodcliff Lake is required to notify the Department of Consumer Compliance of this designation.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Woodcliff Lake that Tomas Padilla be designated the Public Compliance Officer for a term ending December 31, 2022.

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 January 6, 2022.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

SIGNATURE AUTHORITY

**RESOLUTION NO. 22-04
JANUARY 6, 2022**

WHEREAS, it is provided that the Mayor and Council shall designate by Resolution the Borough Officials who are authorized to withdraw funds from depositories;

BE IT RESOLVED, that any two of the following officials of the Borough acting jointly, hereby are authorized to direct withdrawal by checks of all or any part of funds deposited in designated depositories: Mayor, Borough Administrator, Borough Clerk, Chief Financial Officer, and Payroll Clerk.

As to Payroll Account – Mayor, Borough Administrator, Borough Clerk, Chief Financial Officer, and Payroll Clerk.

As to Public Assistance Funds – Mayor, Borough Administrator, Borough Clerk, Chief Financial Officer and Assistance Director.

As to the Current Account, Unemployment Account, Animal Account, Capital Account, Claims Account, Trust Account, Affordable Housing Account, CD Trust Account, Open Space Account, Developers Escrow Account, Sidewalk Account and Police Private Duty Account – Mayor, Borough Administrator, Borough Clerk and Chief Financial Officer.

Notwithstanding the above, any one of the officials authorized to make withdrawal by checks on any account is authorized to direct the Chief Financial Officer to transfer between accounts or between depositories by telephone.

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 January 6, 2022.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

INTEREST ON DELINQUENT TAXES

RESOLUTION NO. 22-05

JANUARY 6, 2022

WHEREAS, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and

WHEREAS, R.S. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00;

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Woodcliff Lake, County of Bergen, State of New Jersey, as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date, subject to any abatement or discount for the late payment of taxes as provided by law.
2. No interest shall be charged if payment of any Quarterly tax payment is made within ten (10) days of the date upon the same becomes payable.
3. In connection with any delinquency of taxes, assessments or municipal charges in excess of \$10,000.00 which has not been paid prior to the end of the calendar year, there shall be imposed a penalty in a sum equal to six (6%) percent of the delinquency in excess of \$10,000.00.
4. With respect to tax certificates held by the municipality in excess of the sum of \$5,000.00, the following additional penalties shall be charged: two (2%) percent on the amount due

over \$200.00 up to \$5,000.00; four (4%) percent of the amount due over \$5,000.00 up to \$10,000.00; and six (6%) percent on the amount in excess of \$10,000.00.

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 January 6, 2022.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

TAX COLLECTOR TO CHARGE FEE FOR RETURNED CHECKS

RESOLUTION NO. 22-06

JANUARY 6, 2022

WHEREAS, P.L. 1990, Chapter 105 supplementing Title 40 of the New Jersey State Revised Statutes has been enacted allowing a Municipality to impose a service charge to be added on an account which was by a check or other written instrument returned for insufficient funds; and

WHEREAS, whenever an account is owing a municipality for a tax or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Woodcliff Lake, County of Bergen, State of New Jersey, that the Tax Collector be authorized to charge the above-mentioned fee at a rate of \$20.00 per check or other written instrument for all checks returned for insufficient funds;

BE IT FURTHER RESOLVED that the Tax Collector may require further payments to be tendered in cash or by certified or cashier's check; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be given to the CFO and Tax Collector.

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 January 6, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

REGULAR MEETINGS

RESOLUTION NO. 22-07 JANUARY 6, 2022

BE IT RESOLVED that the regular meetings of the Mayor and Council shall be held on the first and third Monday of each month and on any other days specified during the year 2021 at the Municipal Building, 188 Pascack Road, Woodcliff Lake, New Jersey at 7:00 PM.

January 6, 2022 Reorganization	July 11, 2022
January 24, 2022	August 15, 2022
February 16, 2022	September 19, 2022
March 21, 2022	October 17, 2022
April 18, 2022	November 21, 2022
May 16, 2022	December 21, 2022
June 20, 2022	

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 January 6, 2022.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

LEGAL NEWSPAPERS DESIGNATED

**RESOLUTION NO. 22-08
JANUARY 6, 2022**

BE IT RESOLVED that the following newspapers are designated the legal newspapers of the Borough:

The Record

The Ridgewood News

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 January 6, 2022.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

**RESOLUTION AUTHORIZING CERTIFICATE OF INSURANCE FOR BOROUGH-
SPONSORED ORGANIZATIONS**

**RESOLUTION NO. 22-09
JANUARY 6, 2022**

WHEREAS, the Director of Parks and Recreation and the Parks and Recreation Committee advise that the Parks & Recreation is sponsoring the following recreational activities and organizations:

Woodcliff Lake Baseball Association
Woodcliff Lake Basketball Association
Woodcliff Lake Girls Softball
Woodcliff Lake Soccer Association

WLM Wrestling Association
Woodcliff Lake Recreation Department
Woodcliff Lake Adult Basketball
Summer Day Camp
Woodcliff Lake Swim Team - Lakers
Official Meetings or Functions of the Borough of Woodcliff Lake; and

WHEREAS, the aforementioned organizations have submitted Facility Use Application and Hold Harmless Agreements and Certificates of Insurance Applications to the Borough's insurance agent; and

WHEREAS, the Borough of Woodcliff Lake has submitted Facility Use Applications and Hold Harmless Agreements and Certificates of Insurance Applications for the purpose of holding official meetings or functions at the premises of the Woodcliff Lake Board of Education; and

WHEREAS, the Woodcliff Lake Board of Education requires that Certificates of Insurance and Hold Harmless Agreements be forwarded to them prior to use of school facilities;

NOW, THEREFORE, BE IT RESOLVED, that the Borough Clerk is hereby authorized to request copies of signed Hold Harmless Agreements and Certificates of Insurance of the aforementioned organizations to the Borough's insurance agent.

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 January 6, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

**RESOLUTION AUTHORIZING REGULATING VEHICLE TOWING
AND STORAGE SERVICES**

**RESOLUTION NO. 22-10
JANUARY 6, 2022**

WHEREAS, the Borough of Woodcliff Lake advertised for bids on October 22, 2021; and

WHEREAS, after review of the aforementioned, these bidders met the requirements as per Ordinance Nos. 92-1, 94-2, 13-10, 16-17 and 19-11;

NOW, THEREFORE, BE IT RESOLVED, that Bergen Brookside Towing, One Emerson Plaza, Emerson, NJ; Emerson Towing Service, 23 Chestnut Street, Emerson; Ramsey Auto Body, 265 Route 17 South, Upper Saddle River, NJ; and Rich's Automotive, 50 Chestnut Street, Emerson, NJ are hereby authorized to provide towing and storage services on a rotating basis compiled by the Chief of Police for the Borough of Woodcliff Lake for the calendar year 2022.

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 January 6, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

**RESOLUTION AUTHORIZING PRIVATE SECTOR REIMBURSEMENT AND PROCEDURES FOR
EMERGENCY EXPENSE**

**RESOLUTION NO. 22-11
JANUARY 6, 2022**

WHEREAS, in the Emergency Operating Plan prepared by the office of Emergency Management in 1989, a procedure was set forth for private sector reimbursement of emergency expenses incurred by the Borough; and; and

WHEREAS, the Finance Committee has recommended that the amounts set forth in that plan be revised and made a matter of record to be accessible to all concerned parties.;

NOW, THEREFORE, BE IT RESOLVED, that an expense of \$1,500.00 or less may be authorized in emergency by department head or any councilmember or person in charge of department at the time; and

BE IT FURTHER RESOLVED, that an expense of \$1,500.00 or less may be authorized by a councilmember or Mayor or Borough Administrator/CFO, and one member of the Operations Group or one member of the Policy Group, and

BE IT FURTHER RESOLVED, that in a formally declared state of emergency any expense may be approved by two from the Policy Group and one from the Operations Group.

Policy Group

Mayor

Councilmember

Borough Administrator

Borough Clerk

Chief Financial Officer

Operations Group

Emergency Management Coordinator

Deputy Coordinator

Department Head or Supervisor

(Supervisor shall mean senior available person in the chain of command)

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 January 6, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

RESOLUTION ESTABLISHING A NEW PETTY CASH FUND

**RESOLUTION NO. 22-12
JANUARY 6, 2022**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any county of municipality by application and resolution; and

WHEREAS, it is the desire of the Borough of Woodcliff Lake, County of Bergen, to establish such a fund in the amount of \$500.00; and

WHEREAS, the custodian for the fund is Deborah Dakin; and such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW, THEREFORE, BE IT RESOLVED, that Woodcliff Lake hereby authorizes such action and that two copies of this Resolution be filed with the Division of Local Government Services, New Jersey Department of Community Affairs, for approval.

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 January 6, 2022.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

RESOLUTION APPROVING TRANSFERS BETWEEN BUDGET APPROPRIATIONS

RESOLUTION NO. 22-13 JANUARY 6, 2022

WHEREAS, there exist certain budget expenditures with funds available in excess of the amounts approved in the 2021 Budget of the Borough of Woodcliff Lake; and

WHEREAS, N.J.S.A. 40A:4-59 provides that all unexpended balances carried forward after the close of the fiscal year are available, until lapsed at the closed of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year, and allow transfers to be made from unexpended balances to those which are expected to be insufficient during the first three months of the succeeding year;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Woodcliff Lake, County of Bergen, State of New Jersey that the following transfers be made within the 2021 Municipal Budget:

Current Fund Within CAPS		FROM	TO
Account Number	Description		
	DPW-OTHER EXPENSES		
1-01-26-290-059	Data Processing Equipment	\$ 2,000.00	
1-01-26-290-122	Road Materials	\$ 18,000.00	
	SEWERAGE PROCESSING AND DISPOSAL- OTHER EXPENSES		
1-01-31-455-242	Sewer Repairs - Borough Roads		\$ 5,000.00

	GASOLINE-OTHER EXPENSES		
1-01-31-460-203	Police Dept		\$ 15,000.00
TOTAL		\$ 20,000.00	\$ 20,000.00

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 January 6, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

**A RESOLUTION AUTHORIZING THE RE-AFFIRMATION
OF THE POLICY & PROCEDURES MANUAL OF THE BOROUGH OF WOODCLIFF LAKE**

**RESOLUTION NO. 22-14
JANUARY 6, 2022**

WHEREAS, the Borough of Woodcliff Lake has a Policies & Procedures Manual which has been established to ensure Employees and prospective Employees are treated in a manner consistent with all applicable employment laws, regulations and protocols; and

WHEREAS, the Borough places great value and consideration in relation to the health, well-being and safety of its Employees.

WHEREAS, said Manual is also in accordance with the requirements promulgated by the Bergen County Municipal Joint Insurance Fund and under the auspices of the New Jersey Municipal Excess Liability Fund; and

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Woodcliff Lake, County of Bergen, State of New Jersey, the Manual previously adopted by Resolution is hereby reaffirmed to serve as the Borough's Policies and Procedures serving and applying to every Employee, Volunteer, Elected & Appointed Official and Independent Contractor(s) serving the Municipality; and

BE IT FURTHER RESOLVED, the Borough will continue to monitor changes in Federal and State Statutes and Regulations to ensure continued compliance with applicable laws, regulations and policies that impact the employment practices of the Municipality; and

BE IT FURTHER RESOLVED, a certified copy of this Resolution shall be maintained on file in the Clerk's office and shall also be forwarded to Professional Insurance Associates, 429 Hackensack Street, P.O. Box 818 Carlstadt, NJ 07072, Risk Management Consultant to the Municipality.

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 January 6, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

**RESOLUTION AUTHORIZING APPOINTMENT OF FINANCE/PURCHASING/
PAYROLL AND BENEFITS ASSISTANT**

**RESOLUTION NO. 22-15
JANUARY 6, 2022**

WHEREAS, the Borough of Woodcliff Lake seeks to hire a full-time Finance/Purchasing/Payroll and Benefits Assistant; and

WHEREAS, Diane O'Brien has submitted an application to the Borough for said position; and

WHEREAS, after a review of Ms. O'Brien's application and resume, the Governing Body seeks to hire Diane O'Brien to the position of full-time Finance/Tax Assistant retroactive to January 1, 2022 at an annual salary of \$50,000.00; and

WHEREAS, the Borough Administrator has reviewed this matter and recommends the hiring of Diane O'Brien as full-time Finance/Purchasing/Payroll and Benefits Assistant.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Woodcliff Lake, County of Bergen, and State of New Jersey, that Diane O'Brien be and hereby hired to the position of Finance/Purchasing/Payroll and Benefits Assistant for the Borough effective January 1, 2022 with an annual salary of \$50,000.00; and

BE IT FURTHER RESOLVED that a copy of this resolution be placed in the personnel file of Diane O'Brien 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 January 1, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

**RESOLUTION OF THE BOROUGH OF WOODCLIFF LAKE APPOINTING EMERGENCY
MANAGEMENT COORDINATOR**

**RESOLUTION NO. 22-16
JANUARY 6, 2022**

WHEREAS, the position of Municipal Emergency Management Coordinator is based on provisions of public laws and directives which carry the force of law; and

WHEREAS, New Jersey Statutes Annotated (NJSA) Appendix A:9-33 et seq. (Chapter 251 P.L. 1942, as amended by Chapter 438, P.L. 1953) set for responsibilities, obligations, and authorities; and

WHEREAS, in every municipality of the State, the Mayor shall appoint a Municipal Emergency Management Coordinator, from among the residents of the municipality; and

WHEREAS, the Municipal Emergency Management Coordinator shall serve for a term of three years; and

WHEREAS, Raphael Maurrasse, 50 Mill Road Ext., Woodcliff Lake, New Jersey 07677 has successfully and faithfully served in this capacity; and

WHEREAS, Raphael Maurrasse has expressed an interest to continue in this capacity.

NOW THEREFORE, BE IT RESOLVED, that Mayor Carlos Rendo recommends and appoints Raphael Maurrasse as Municipal Emergency Management Coordinator in accordance with applicable law; and

BE IT FURTHER RESOLVED that Raphael Maurrasse shall be appointed for a period of three (3) years starting January 1, 2022 and ending December 31, 2024 and shall be compensated for such service in accordance with the salary ordinance.

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 January 6, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

RESOLUTION AUTHORIZING CHIEF FINANCIAL OFFICER THE AUTHORITY TO PAY CERTAIN OBLIGATIONS AS NEEDED

**RESOLUTION NO. 22-17
JANUARY 6, 2022**

WHEREAS, it is the best interest of the Borough of Woodcliff Lake to grant authority to the Chief Municipal Financial Officer to pay certain obligations when due and owing prior to the regular payment of bills.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Woodcliff Lake that the Chief Municipal Financial Officer be designated to pay the following as needed and is necessary for the orderly operation of the Borough of Woodcliff Lake:

- Association Meetings/Educational Sessions/Conference Costs
- Bergen County Taxes – Regular and Open Space
- Borough Payrolls including Social Security/Medicare
- Debt Payments – Bonds, Notes & Loans, Principal & Interest
- Gasoline/Diesel Vendors
- Boards of Education
- Postmaster
- Healthcare Reimbursements
- Health & Dental Insurance Premiums
- Lease Payments
- Life Insurance Premiums
- Petty Cash
- Purchases Associated with Borough Events (including Recreation)
- Sewer Disposal (BCUA)

State or County Permit Applications/Fees
Utilities
Employee Reimbursements

All payments of bills will be formerly signed and approved at the next scheduled Council meeting.

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 January 1, 2022.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

RESOLUTION AUTHORIZING PAYMENT OF PAYROLL & PAYMENT OF CLAIMS

**RESOLUTION NO. 22-18
JANUARY 6, 2022**

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 12/31/2021 \$233,321.16

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:	\$ 164,739.81
Trust/Other:	\$ 340.17
General Capital:	\$ 7,210.11

CERTIFICATION OF FUNDS

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

Jonathan DeJoseph
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 January 6, 2022.

Deborah A. Dakin, RMC, CMR
Borough Clerk

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

RESOLUTION AUTHORIZING RELEASE OF ESCROW BALANCE

**JANUARY 6, 2022
RESOLUTION NO. 21-19**

WHEREAS, A request has been made for the release of the escrow balances with respect to the following in Woodcliff Lake:

**Engel Burman
For Work at The Bristol
364 Chestnut Ridge Road
Woodcliff Lake, NJ 07677
\$25,008.16**

WHEREAS, the Borough Construction Code Official has confirmed that this contractor has completed the work at The Bristol, 364 Chestnut Ridge Road, and has recommended that the escrow balances be released.

NOW, THEREFORE, BE IT RESOLVED, that in accordance with the recommendation of the above, the Mayor and Council does hereby authorize the release of escrow balances in the amount of \$25,008.16 in connection with the aforementioned.

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 January 6, 2022.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

**RESOLUTION APPROVING PARTICIPATION IN BCCPS 2022 ELECTRICITY
GENERATION SUPPLY SERVICE BID**

**RESOLUTION NO. 22-20
JANUARY 6, 2022**

WHEREAS, the Borough of Woodcliff Lake is a member of the Bergen County Cooperative Pricing System; and

WHEREAS, Bergen County as the lead agency is preparing to issue a new bid for electricity generation supply service on behalf of the County and the participating members; and

WHEREAS, in order to participate, the Borough must complete the participation response forms provided by Bergen County attached hereto and incorporated herein by reference; and

WHEREAS, the Borough Administrator has reviewed this matter and the attached participation response forms and recommends the approval of same.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Woodcliff Lake, County of Bergen, and State of New Jersey that participation in the BCCPS 2022 Electricity Generation Supply Service Bid be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Borough Administrator be and is hereby authorized and directed to complete and execute the attached participation response forms 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 certified copy of this resolution together with the completed and executed

participation response forms to the County of Bergen immediately 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 January 6, 2022.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Falanga						
Gadaleta						
Hayes						
Higgins						
Margolis						
Schnoll						
Mayor Rendo						

RESOLUTION AUTHORIZING EMERGENCY SEWER REPAIR

RESOLUTION NO. 22-21

JANUARY 6, 2022

WHEREAS, on or about November 10, 2021, an emergency sewer line repair was performed by Joseph M. Sanzari, Inc. at property located at 105 Woodcrest Drive in the Borough; and

WHEREAS, Joseph M. Sanzari, Inc. has submitted its invoice in the amount of \$20,092.61 for the work performed with regard to the emergency sewer repair for the period November 10, 2021 through November 19, 2021, a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, the Borough of Woodcliff Lake is a member of the New Jersey Cooperative Purchasing Alliance Pricing System thru Bergen County Co-Op #19-71; and

WHEREAS, the New Jersey Local Public Contracts Law allows for “emergency contracts” which may be negotiated or awarded without public advertising for bids when there is an emergency affecting the public health, safety or welfare and which requires the immediate delivery of goods or the performance of services; and

WHEREAS, the Borough Engineer had reviewed this matter and recommended the repair of the emergency sewer line; and

WHEREAS, the Chief Financial Officer of the Borough has certified that the funds are available for this emergency repair thru Acct. No. 1-01-31-455-242, said certification being attached hereto and incorporated herein by reference; and

WHEREAS, the Borough Attorney has reviewed the invoice submitted by Joseph M. Sanzari Inc. for the emergency sewer line repair at the property located at 105 Woodcrest Drive, a copy of which is attached hereto and incorporated herein by reference, and hereby approves of same.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Woodcliff Lake, County of Bergen, and State of New Jersey that the invoice submitted by Joseph M. Sanzari, Inc. for the emergency sewer line repair located at 105 Woodcrest Drive in the amount of \$20,092.61 be and is hereby approved; and

BE IT FURTHER RESOLVED that the Borough Clerk be and she is hereby authorized and directed to forward a certified copy of this resolution to Joseph M. Sanzari, Inc. immediately 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 January 6, 2022.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK