BOROUGH OF WOODCLIFF LAKE
MAYOR AND COUNCIL AGENDA
OCTOBER 17, 2016
8:00 PM

CALL TO ORDER

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

ROLL CALL

Mayor Carlos Rendo
Council President Corrado Belgiovine
Councilwoman Jeanine Chiavelli
Councilwoman Jacqueline Gadaleta
Councilwoman Angela Hayes
Councilwoman Kristy Herrington
Councilman Thomas Panso

PLEDGE OF ALLEGIANCE

PRESENTATION

- Gale Mangold, Hills Valley Coalition

APPROVAL OF MINUTES

September 28, 2016 (Closed)
September 28, 2016 (Open)

MAYOR'S COMMENTS

ADMINISTRATOR'S REPORT

ENGINEER'S REPORT

NEW BUSINESS

- Park and Recreation Update, led by Councilwoman Jeanine Chiavelli
- DPW Update, led by Council President Corrado Belgiovine
- Fire Department Update, led by Councilwoman Jacqueline Gadaleta

PUBLIC COMMENT

(limited to 5 minutes per speaker)

RESOLUTION AUTHORIZING PAYMENT OF PAYROLL & PAYMENT OF CLAIMS

RESOLUTION NO. 16-269
October 17, 2016

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 10/15/2016 - $188,992.34

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:	$ 4,359,438.52
Trust/Other:	$ 841.56
Capital:	$ 1,012,189.57
Escrow:	$ 5,478.79

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.

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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 October 17, 2016.

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DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION – CHAP 159 – NJSA40A 4-87 – BODY ARMOR REPLACEMENT FUND

RESOLUTION NO. 16-270
OCTOBER 17, 2016

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

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amounts; and

WHEREAS, the Borough of Woodcliff Lake has received $ 1,943.57 from State of NJ Criminal Justice 2016 Body Armor Fund and wishes to amend its 2016 Budget to include this amount as a revenue.

NOW, THEREFOR BE IT RESOLVED, that the Mayor and Council of the Borough of Woodcliff Lake requests the Director of Division of Local Government Services to approve the insertion of an item of revenue in the 2016 Budget in the sum of $ 1,943.57 which is now available from Body Armor Replacement Fund; and

BE IT FURTHER RESOLVED, that a like sum of $ 1,943.57 is hereby appropriated under the caption

General Appropriations
Operations Excluded from CAPS
State and Federal Programs Offset by Revenues
Body Armor Replacement Fund

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 October 17, 2016.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

CHAPTER 159 – DRUNK DRIVING ENFORCEMENT FUND

RESOLUTION NO. 16-271
OCTOBER 17, 2016

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

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amounts; and

WHEREAS, the Borough of Cresskill has received $ 3,284.70 from N J Highway Safety-Division of Motor Vehicles - Drunk Driving Enforcement Fund and wishes to amend its 2016 Budget to include this amount as a revenue.

NOW, THEREFOR BE IT RESOLVED, that the Mayor and Council of the Borough of Woodcliff Lake requests the Director of Division of Local Government Services to approve the insertion of an Item of Revenue in the 2016 Budget in the sum of $3,284.70 which is now available as a revenue from State and Federal Grants off-set by revenue; and

BE IT FURTHER RESOLVED, that a like sum of $ 3,284.70 and the same is hereby appropriated under the caption

General Appropriations
Operations Excluded from CAPS
State and Federal Programs Offset by Revenues
Drunk Driving Enforcement Fund

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 October 17, 2016.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

A RESOLUTION TO AFFIRM WOODCLIFF LAKE'S CIVIL RIGHTS POLICY WITH RESPECT TO ALL OFFICIALS, APPOINTEES, EMPLOYEES, PROSPECTIVE EMPLOYEES, VOLUNTEERS, INDEPENDENT CONTRACTORS, AND MEMBERS OF THE PUBLIC THAT COME INTO CONTACT WITH MUNICIPAL EMPLOYEES, OFFICIALS AND VOLUNTEERS

RESOLUTION NO. 16-272
OCTOBER 17, 2014

WHEREAS, it is the policy of Woodcliff Lake to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations including, but not limited to the Federal Civil Rights Act of 1964 as subsequently amended, the New Jersey Law against Discrimination, the Americans with Disabilities Act and the Conscientious Employee Protection Act; and

WHEREAS, the governing body of Woodcliff Lake has determined that certain procedures need to be established to accomplish this policy

NOW, THEREFORE BE IT RESOLVED by the Woodcliff Lake Governing Body that:

Section 1: No official, employee, appointee or volunteer of the Woodcliff Lake by whatever title known, or any entity that is in any way a part of Woodcliff Lake shall engage, either directly or indirectly in any act including the failure to act that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee volunteer, or entity is engaged in or acting on behalf of Woodcliff Lake's business or using the facilities or property of Woodcliff Lake.

Section 2: The prohibitions and requirements of this resolution shall extend to any person or entity, including but not limited to any volunteer organization or inter-local organization, whether structured as a governmental entity or a private entity, that receives authorization or support in any way from Woodcliff Lake to provide services that otherwise could be performed by Woodcliff Lake.

Section 3: Discrimination, harassment and civil rights shall be defined for purposes of this resolution using the latest definitions contained in the applicable Federal and State laws concerning discrimination, harassment and civil rights.

Section 4: The Administrator shall establish written procedures for any person to report alleged discrimination, harassment and violations of civil rights prohibited by this resolution. Such procedures shall include alternate ways to report a complaint so that the person making the complaint need not communicate with the alleged violator in the event the alleged violator would be the normal contact for such complaints.

Section 5: No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

Section 6: The Administrator shall establish written procedures that require all officials, employees, appointees and volunteers of Woodcliff Lake as well as all other entities subject to this resolution to periodically complete training concerning their duties, responsibilities and rights pursuant to this resolution.

Section 7: The Administrator shall establish a system to monitor compliance and shall report at least annually to the governing body the results of the monitoring.

Section 8: At least annually, the Administrator shall cause a summary of this resolution and the procedures established pursuant to this resolution to be communicated within Woodcliff Lake. This communication shall include a statement from the governing body expressing its unequivocal commitment to enforce this resolution. This summary shall also be posted on the Woodcliff Lake's web site.

Section 9: This resolution shall take effect immediately.

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 October 17, 2016.

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Deborah Dakin, RMC, CMR
Borough Clerk

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

RESOLUTION NO. 16-273
October 17, 2016

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, 2016.

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 October 17, 2016.

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DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

ADOPT A POLICY REQUIRING THE BOROUGH OF WOODCLIFF LAKE TAX ASSESSOR TO NOTIFY THE GOVERNING BODY AND CHIEF FINANCIAL OFFICER OF ALL TAX APPEALS UPON FILING

RESOLUTION NO. 16-274
October 17, 2016

WHEREAS, the active monitoring and management of a municipality's ratable base is fundamental to helping to insure fiscal stability; and

WHEREAS, the refunding of tax appeals can affect the cash flow of a municipality, the calculation for the reserve for uncollected taxes which is necessary to the preparation of a budget and fund balance; and

WHEREAS, every taxpayer has the right to appeal a tax assessment, first through administrative channels and if not satisfied with the results there, ultimately through the County Board of Taxation and the Courts; and

WHEREAS, reporting of this information is essential to operation of the municipality; and

WHEREAS, it is in the best interest of the Borough of Woodcliff Lake that its Governing Body have this information on a timely basis.

NOW THEREFORE BE IT RESOLVED that the Tax Assessor is requested to following this policy requiring that the Tax Assessor of the Borough of Woodcliff Lake notify the Governing Body and the Chief Financial Officer of all tax appeals upon filing, but not later than June 1st of each year.

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 October 17, 2016.

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DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

RESOLUTION AUTHORIZING APPOINTMENT OF POLICE MATRONS IN THE BOROUGH OF WOODCLIFF LAKE

RESOLUTION NO. 16-275
OCTOBER 17, 2016

WHEREAS, the Borough of Woodcliff Lake has determined the need to appoint Police Matrons to assist the Borough of Woodcliff Lake Police Department in the event that a female is taken into police custody; and

WHEREAS, the Borough of Woodcliff Lake has determined that the Police Matrons shall work only when needed and at the direction of the Chief of Police of the Borough of Woodcliff Lake; and

WHEREAS, the Borough of Woodcliff Lake has identified candidates for offer of employment, to wit, Heather McGee and Marly Frasciello; and

WHEREAS, the Borough of Woodcliff Lake has determined that these individuals have completed the necessary Matron Training at the Bergen County Police Academy and are maintaining certification by same in this area; and

WHEREAS, it is in the Borough's best interest to hire the Police Matrons for necessary and occasional use at a payment rate of $19.00 per hour; and

WHEREAS, said appointments are contingent upon successful completion of background and reference investigation.

NOW THEREFORE, BE IT RESOLVED, that Heather McGee and Marly Frasciello are appointed as the Borough of Woodcliff Lake Police Matrons for necessary and occasional use at a payment rate of $19.00 per hour.

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 October 17, 2016.

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DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURES

RESOLUTION NO. 16-276
OCTOBER 17, 2016

WHEREAS, it is the policy of the Borough of Woodcliff Lake to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act,) (the New Jersey Attorney General's guidelines with respect to Police Department personnel matters,) the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Borough of Woodcliff Lake has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Mayor and Council of the Borough of Woodcliff Lake that the Personnel Policies and Procedures Manual attached hereto is hereby adopted.

BE IT FURTHER RESOLVED that these personnel policies and procedures shall apply to all Borough of Woodcliff Lake officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED, that this manual is intended to provide guidelines covering public service by the Borough of Woodcliff Lake employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Borough of Woodcliff Lake.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Borough of Woodcliff Lake shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that Dennis Calo of Hartmann, Doherty, Rosa, Berman and Bulbulia, LLC is hereby appointed as Employment Attorney to advise the Borough in personnel matters.

BE IT FURTHER RESOLVED that the Borough Administrator and all managerial/ supervisory personnel are responsible for these employment practices. The Labor Counsel shall assist the Borough Administrator in the implementation of the policies and procedures in this manual.

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 October 17, 2016.

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DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

RESOLUTION AWARDING DEMOLITION CONTRACT
IN THE BOROUGH OF WOODCLIFF LAKE

RESOLUTION NO. 16-277
OCTOBER 17, 2016

WHEREAS, the Borough of Woodcliff Lake has identified the need to demolish the structure located on Borough property, to wit 15 Highview Avenue; and

WHEREAS, the Borough of Woodcliff Construction Code Official has identified the corporation of Dave O'Donovan Excavating, Inc. of Park Ridge, New Jersey, as having the expertise, equipment and experience necessary to perform this service for the Borough pursuant to the terms of the August 1, 2016 quote provided to the Borough; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) permits the awarding of contracts that fall below the bidding threshold to be done without competitive bids and provides that the contract itself must be available for public inspection.

NOW THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Woodcliff Lake authorizes the execution of the contract between the Borough and Dave O'Donovan Excavating, Inc. to demolish the structure located on 15 Highview Avenue.

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 October 17, 2016.

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DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK