



**BOROUGH OF WOODCLIFF LAKE
MAYOR AND COUNCIL AGENDA
REORGANIZATION MEETING
Tice Senior Center
411 Chestnut Ridge Road
Woodcliff Lake, New Jersey
January 5, 2023
6:00 PM**

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.

WOODCLIFF LAKE HONOR GUARD

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

Chairwoman Commissioner Tracy Silna Zur to swear in Nicole Marsh
Vice Chairman Commissioner Thomas J. Sullivan to swear in Benjamin Pollack

ROLL CALL

Mayor Carlos Rendo
Councilwoman Jacqueline Gadaleta
Councilwoman Josephine Higgins
Councilwoman Jennifer Margolis
Councilwoman Nicole Marsh
Councilman Benjamin Pollack
Councilman Richard Schnoll

PRESENTATION OF CERTIFICATES

John Hogan, Bergen County Clerk
Donna Abene, Women Empowered Democratic Organization

PUBLIC COMMENT

(limit to 3 minutes per speaker)

APPROVAL OF MINUTES

December 22, 2022

MESSAGE FROM MAYOR RENDO

SELECTION OF COUNCIL PRESIDENT FOR 2023

APPOINTMENTS OF STANDING COMMITTEES

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

ANNUAL PROFESSIONAL APPOINTMENTS

Borough Attorney	John Schettino, Esq.
Borough Engineer	Neglia Engineering
Borough Auditor	Lerch Vinci & Bliss, LLP
Labor Attorney	Wiss & Bouregy, PC
Bond Attorney	Rogut McCarthy LLC
Risk Manager	Professional Insurance Associates
Financial Advisor	Acacia Financial Group, Inc.
Health Benefits Consultant	Professional Insurance Associates
Borough Planner	Phillips Preiss Grygiel Leheny Hughes
Special Counsel for Conflicts	Chasen, Lamparello Mallon & Cappuzzo
Special Counsel	Brent R. Pohlman, Esq., Mandelbaum Barrett
Special Counsel	Henry Klingeman, Esq., Klingeman Cerimele, Att.
Residential/Commercial Tax Appeal Attorney	Trenk Isabel Siddqi & Shahdanian, PC
Redevelopment Attorney	Cullen & Dykman, Jeff Zenn, Esq.
Grant Writer	Millennium Strategies, LLC
Landscape Architect	DMR Architects
Administrative Agent for Affordable Housing Compliance	Piazza & Associates, Inc.

MAYOR'S ANNUAL APPOINTMENTS AND DESIGNATIONS TO VARIOUS MUNICIPAL OFFICES

Chief Financial Officer	Jonathan DeJoseph
Certified Public Works Manager	Chris Behrens, CPWM
Recycling Program Coordinator	Chris Behrens
Zoning Official	Mark Berninger
Building Sub-Code Official	Mark Berninger
Electrical Sub-Code Official	Mike Heflich
Plumbing Sub-Code Official	Brian Drewes
Fire Sub-Code Official	Edward Barboni
Fire Official	Paul Bechtel
Deputy Fire Official	Timothy Ennis
Fire Inspector	Joseph Mauro
Fire Inspector	John Stalb
Fire Inspector	Raphael Maurrasse
Property Maintenance Official	Lyle Garcia
C-2 Sewer License	Evan Barboni
Safety Fund Commissioner	Deborah Dakin
Bergen County JIF Fund Commissioner Rep.	Tomas Padilla

Certified Tree Expert/Arborist

Liz Stewart

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

Class I Mayor Carlos Rendo	
Designee: Joshua Stern	(term ending December 31, 2023)
Class II Peter Briskin	(term ending December 31, 2023)
Class IV Robert Friedberg	(term ending December 31, 2027)
Class IV Nilufer Descherer	(term ending December 31, 2027)
Alternate 1 Jennifer Howard	(term ending December 31, 2025)

APPOINTMENT OF PLANNING BOARD MEMBER

Class III Nicole Marsh	(term ending December 31, 2023)
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APPOINTMENT OF ZONING BOARD MEMBERS (Mayor's Direct Appointment)

Member Dianna Cereijo	(term ending December 31, 2026)
Member Sanjeev Dhawan	(term ending December 31, 2026)
Alternate 1 John Altadonna	(term ending December 31, 2024)

BOARD OF HEALTH

Member Dr. Mary Clark	(term ending December 31, 2025)
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CONSENT AGENDA

Resolution No. 23-01	Adoption of Temporary Budget for the Year 2023
Resolution No. 23-02	Depositories Designated
Resolution No. 23-03	Resolution Designating Tomas Padilla, Borough Administrator, as the Public Compliance Officer
Resolution No. 23-04	Signature Authority
Resolution No. 23-05	Interest on Delinquent Taxes
Resolution No. 23-06	Tax Collector to Charge Fee for Returned Checks
Resolution No. 23-07	Regular Meetings
Resolution No. 23-08	Legal Newspapers Designated
Resolution No. 23-09	Resolution Authorizing Certificate of Insurance for Borough- Sponsored Organizations
Resolution No. 23-10	Resolution Authorizing Regulating Vehicle Towing and Storage Services
Resolution No. 23-11	Resolution Authorizing Private Sector Reimbursement and Procedures for Emergency Expense
Resolution No. 23-12	Resolution Establishing a New Petty Cash Fund
Resolution No. 23-13	Resolution Approving a Cash Management Plan for the Borough of Woodcliff Lake
Resolution No. 23-14	Resolution Establishing Policies and Procedures for the Payment of Claims, Claimant's Signature for Payment Pursuant to NJSA 40A:5-16, NJAC 5:30-9A.6 and NJAC 5:31-4.1
Resolution No. 23-15	Resolution Authorizing Chief Municipal Finance Officer the Authority to Pay Certain Obligations as Needed
Resolution No. 23-16	Resolution Approving Addendum to Murray Paving and Concrete
Resolution No. 23-17	Resolution Authorizing Payment of Payroll and Payment of Claims

ADJOURNMENT

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

Subject to Additions and/or Deletions

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

TEMPORARY BUDGET

RESOLUTION NO. 23-01 JANUARY 5, 2023

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 2023 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 2023; and

WHEREAS, said total temporary appropriations are limited to 26.25% of the total appropriations of the 2022 Budget exclusive of any appropriations made for debt service, capital improvement funds and public assistance in the said 2022 Budget in the amount of \$ 3,593,842.00.

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	\$ 60,000.00	\$ 45,000.00	
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		\$ 125,000.00	
Insurance - Workers' Compensation		\$ 125,000.00	
Group Insurance Plans for Employees		\$ 399,493.00	
Unemployment Insurance		\$ 1,000.00	
Police	\$ 900,000.00	\$ 50,000.00	
Police Dispatch/911		\$ 50,000.00	
Office of Emergency Management	\$ 5,000.00	\$ 3,000.00	
Aid to Volunteer Fire Dept	\$ -	\$ 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		\$ 25,000.00	
Streets and Roads	\$ 250,000.00	\$ 40,000.00	
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	
Parks and Recreation	\$ 50,000.00	\$ 25,000.00	
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	

Judgments		\$ 124,049.00	
<u>OPERATION -OUTSIDE CAP</u>			
BCUA Shared Sewer Charges		\$ 200,000.00	
Capital Improvement Fund		\$ -	
Total Appropriations	\$ 1,631,000.00	\$ 1,962,842.00	\$ 3,593,842.00

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 5, 2023.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

DEPOSITORIES DESIGNATED

RESOLUTION NO. 23-02

JANUARY 5, 2023

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
 Unity 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 5, 2023.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

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

**RESOLUTION NO. 23-03
January 5, 2023**

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, 2023.

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 5, 2023.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

SIGNATURE AUTHORITY

**RESOLUTION NO. 23-04
JANUARY 5, 2023**

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 5, 2023.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

INTEREST ON DELINQUENT TAXES

RESOLUTION NO. 23-05

JANUARY 5, 2023

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 5, 2023.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

TAX COLLECTOR TO CHARGE FEE FOR RETURNED CHECKS

RESOLUTION NO. 23-06

JANUARY 5, 2023

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 5, 2023.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

REGULAR MEETINGS

RESOLUTION NO. 23-07 JANUARY 5, 2023

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 2023 at the Municipal Building, 188 Pascack Road, Woodcliff Lake, New Jersey at 7:00 PM.

January 5, 2023 Reorganization
January 23, 2023
February 13, 2023
March 20, 2023
April 17, 2023
May 22, 2023
June 12, 2023

July 17, 2023
August 21, 2023
September 18, 2023
October 16, 2023
November 20, 2023
December 18, 2023

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 5, 2023.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

LEGAL NEWSPAPERS DESIGNATED

**RESOLUTION NO. 23-08
JANUARY 5, 2023**

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 5, 2023.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

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

**RESOLUTION NO. 23-09
JANUARY 5, 2023**

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 5, 2023.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

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

**RESOLUTION NO. 23-10
JANUARY 5, 2023**

WHEREAS, the Borough of Woodcliff Lake advertised for bids on October 17, 2022; 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; 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 2023.

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 5, 2023.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

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

**RESOLUTION NO. 23-11
JANUARY 5, 2023**

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 5, 2023.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

RESOLUTION ESTABLISHING A NEW PETTY CASH FUND

**RESOLUTION NO. 23-12
JANUARY 5, 2023**

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 5, 2023.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

RESOLUTION APPROVING A CASH MANAGEMENT PLAN FOR THE BOROUGH OF WOODCLIFF LAKE

**RESOLUTION NO. 23-13
JANUARY 5, 2023**

WHEREAS, N.J.S.A. 40A:5-14 requires that each municipality designate a Cash Management Plan for the deposit of local monies; and

WHEREAS, the Cash Management Plan for the Borough of Woodcliff Lake is on file with the Borough Clerk and Chief Financial Officer.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Woodcliff Lake adopt the Cash Management Plan for the year 2023.

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 5, 2023.

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

CASH MANAGEMENT PLAN OF THE BOROUGH OF WOODCLIFF LAKE, COUNTY OF BERGEN, STATE OF NEW JERSEY

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain Public funds of the Borough of Woodcliff Lake (the "Borough") pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments. All investments shall be made on a competitive basis insofar as practicable.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

- A. The Plan is intended to cover the deposit and/or investment of the following funds and accounts of the Borough:

Current Fund	General Capital	Other Trust Funds
Escrow Accounts	Affordable Housing	

III. DESIGNATION OF OFFICIALS OF THE BOROUGH AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Chief Financial Officer of the Borough the "Designated Official" is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan and shall thereafter be relieved of any liability for loss of such moneys due to insolvency or closing of any depository designated by, or the decrease in value of any investment authorized, by the Cash Management Plan. Prior to making any such Deposits or any Permitted Investments, such official of the Borough is directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written

copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such official.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- Bank of America
- ConnectOne Bank
- Lakeland Bank
- TD Bank
- State of New Jersey Cash Management Fund
- Valley National Bank
- PNC Bank
- Wells Fargo Bank
- Kearny Bank
- Unity Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official of the Borough referred to in this Plan may deal for the purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

- None at this time

VI. AUTHORIZED INVESTMENTS

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
 - (2) Government money market mutual funds;
 - (3) Any obligation that a federal agency or federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
 - (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
 - (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
 - (6) Local government investment pools;
 - (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
 - (8) Agreements for the repurchase of fully collateralized securities if:
 - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.
- B. Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national or State bank located within the State or other financial intermediary through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L.1997, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

For the purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund

An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase

agreements that are collateralized by such U.S. Government securities; in which direct investment may be made pursuant to paragraphs (1) and (3) of subsection (a) of this section and

(c) which has:

- (i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
- (ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940", 5 U.S.C. sec.80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

(d) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value.

Local Government Investment Pool An investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities. Same as Money Market;
- (d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- (f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

Any official involved in the designation of depositories or in the authorization for investments as permitted pursuant to section 8 of P.L. 1977, c.396(C.40A:5-15.1), or any combination of the preceding, or the selection of any entity seeking to sell an investment to the local unit who has a material business or personal relationship with that organization shall disclose that relationship to the governing body of the local unit and to the Local Finance Board or a county or municipal ethics board, as appropriate.

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGEMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Borough, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Borough to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Borough or by a third party custodian prior to or upon the release of the Borough's funds.

To assure that all parties with whom the Borough deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

VIII. REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Borough a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Borough as Deposit or Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Borough.

IX. TERM OF PLAN

This Plan shall be in effect from January 1, 2023 to December 31, 2023. Attached to this Plan is a resolution of the governing body of the Borough approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Borough, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

**ESTABLISHING POLICIES AND PROCEDURE FOR THE PAYMENT OF
CLAIMS, CLAIMANT'S SIGNATURE FOR PAYMENT PURSUANT TO
N.J.S.A. 40A:5-16, N.J.A.C. 5:30-9A.6 AND N.J.A.C. 5:31-4.1**

**RESOLUTION NO. 23-14
JANUARY 5, 2023**

WHEREAS, on August 18, 2016 the State of NJ legislature adopted PL 2016, Ch 29 which would allow local units to 1) utilize standard electronic funds transfer technologies and 2) greater flexibility on when to require a vendor certification prior to paying claims; and

WHEREAS, NJSA 40A:5-16 requires that the governing body of any local unit shall not pay out of its monies unless

(a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).

(b) the payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit (certification of the user department).

WHEREAS, N.J.A.C. 5:30-9A.6(c), N.J.A.C. 5:31-4.1, and Local Finance Notice 2018-13 gives local units discretion to not require claimant certification by enacting a standard policy by resolution for vendors or claimants who do not provide such certification as part of its normal course of business; and

WHEREAS, the Local Finance Board adopted the rules and regulations that the local units must adhere to in order to enact the provisions of the law; and

WHEREAS, N.J.A.C. 5:30-9A.6 allows that municipalities may by resolution set forth the circumstances when they will or will not require a vendor (claimant) signature on a purchase order; and

WHEREAS, Subsection (a) of N.J.A.C. 5:30-9A.6 as well as 5:31-4.1 clarify that the certification may be executed by a vendor or claimant by signature stamp, facsimile signature, or by electronic signature in addition to a "wet" signature; and

WHEREAS, the Chief Financial Officer has determined that the following circumstances be applied with respect to this act

Vendor Signature Required (stamp, fax electronic or wet is acceptable)	Vendor Signature not Required
Employee Reimbursements	Vendors who are paid through EFT technologies
For services provided exclusively and entirely by an individual or professional service	Vendors who do not provide certifications part of the normal course of business and/or Purchase orders \$6,600.00 or less.
Refund of municipal revenue	Debt Service
Retiree reimbursements	Non-Municipal Taxes
Individual /sole proprietor or single member LLC	Utilities regulated by tariff
Any situation deemed necessary by the CFO or his designee	Professional Development expenses

NOW, THEREFORE BE IT RESOLVED on the 5th day of January 2023, by the Mayor and Council of the Borough of Woodcliff Lake, County of Bergen, that the above vendor claimant circumstances recommended by the Chief Financial Officer be enacted effective 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 Mayor and Council at the meeting of January 5, 2023.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

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

**RESOLUTION NO. 23-15
JANUARY 5, 2023**

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 5, 2023.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

RESOLUTION APPROVING ADDENDUM TO MURRAY PAVING AND CONCRETE

RESOLUTION NO. 23-16 JANUARY 5, 2023

WHEREAS, the Borough of Woodcliff Lake is a member of the New Jersey Cooperative Purchasing Alliance Pricing System and therefore purchases made through the coop are exempt from public bidding; and

WHEREAS, the Borough has received a proposal from Murray Paving and Concrete thru The Gordian Group, ESCNJ State Approved Coop #65MCESCCPS, for the gutter and soffit repairs at the Woodcliff Lake DPW Building in the amount of \$11,548.67, a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, the Borough Administrator and the Superintendent of the Department of Public Works have reviewed the proposal submitted by Murray Paving and Concrete for the gutter and soffit repairs at the DPW Building and recommend the approval of same; and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Woodcliff Lake that the proposal submitted by Murray Paving and Concrete, thru The Gordian Group, ESCNJ State Approved Coop #65MCESCCPS, for the gutter and soffit repairs at the DPW Building in the amount not to exceed \$12,000.00, a copy of which is attached hereto and incorporated herein by reference, be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Borough Administrator and/or Superintendent of the Department of Public Works take all steps necessary to effectuate the gutter and soffit repairs at the DPW Building.

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 5, 2023.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Gadaleta						
Higgins						
Margolis						
Marsh						
Pollack						
Schnoll						
Mayor Rendo						

RESOLUTION AUTHORIZING PAYMENT OF PAYROLL & PAYMENT OF CLAIMS

**RESOLUTION NO. 23-17
JANUARY 5, 2023**

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 12/30/2022 \$312,928.87

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:	\$ 43,891.51
Affordable Housing:	\$ 1,240.00
General Capital:	\$ 19,380.99

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 5, 2023.

Deborah A. Dakin, RMC, CMR
Borough Clerk