



**BOROUGH OF WOODCLIFF LAKE
MAYOR AND COUNCIL AGENDA
REORGANIZATION MEETING
411 Chestnut Ridge Road, Woodcliff Lake, New Jersey
January 6, 2020
8:00 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

GOD BLESS AMERICA – by Lucia Wehr

INVOCATION

OATH OF OFFICE

Lt. Governor Kim Guadagno to swear in Carlos Rendo
Lt. Governor Kim Guadagno to swear in Stephen Falanga
Borough Attorney John Schettino to swear in Angela Hayes
Mayor Rendo to swear in John Whelan
Mayor Rendo to swear in Rob Kuehlke

PRESENTATIONS

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

ROLL CALL

Mayor Carlos Rendo
Councilman Stephen Falanga
Councilwoman Jacqueline Gadaleta
Councilwoman Nancy Gross
Councilwoman Angela Hayes
Councilman Brian Singleton
Councilman Ian Spelling

MESSAGE FROM MAYOR RENDO

SELECTION OF COUNCIL PRESIDENT FOR 2020

MAYOR'S ANNUAL APPOINTMENTS AND DESIGNATIONS TO VARIOUS MUNICIPAL OFFICES

Chief Financial Officer	Harold Laufeld
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	Michael 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-Jose Maurrasse
Property Maintenance Official	Mark Citakian
Police and Assistant Police Surgeons	Sergio Dragone, Steven Meyeron, Stephen Margulis, Guiseppi Condemi,
C-2 Sewer License	Christopher Seidler
Safety Fund Commissioner	Deborah Dakin
Bergen County JIF Fund Commissioner Rep.	Tomas Padilla
Certified Tree Expert/Arborist	Liz Stewart
Welfare Director	Kathy Bowen
OEM Coordinator	Raphael-Jose Maurrasse

APPOINTMENT OF PLANNING BOARD MEMBERS

Class I	Mayor Carlos Rendo Designee: Stephen Falanga (term ending December 31, 2020)
Class II	Josephine Higgins (term ending December 31, 2020)
Class III	Ian Spelling (term ending December 31, 2020)
Class IV	Thomas Panso (term ending December 31, 2020)
Class IV	Robert Friedberg (term ending December 31, 2022)
Class IV	Corrado Belgiovine (term ending December 31, 2021)
Alternate 1	Brian LaRose (term ending December 31, 2020)
Alternate 2	Jennifer Howard (term ending December 31, 2021)

APPOINTMENT OF ZONING BOARD MEMBERS

Member	Michael Kaufman (term ending December 31, 2023)
Alternate 2	Dianna Cereijo (term ending December 31, 2021)

BOARD OF HEALTH

Member Dr. Mary Clark (term ending December 31, 2022)

APPOINTMENTS OF STANDING COMMITTEES

Finance	Singleton/Falanga Alternate: Gross
Personnel	Singleton/Gross
DPW & Roads/Sewer & Sanitation, Ecology	Gadaleta/Hayes
Parks & Recreation	Gross/Falanga Alternate: Gadaleta
Fire/OEM/Tri-Boro	Gadaleta/Spelling
Police/Public Safety	Gross/Singleton
Building & Grounds/Building Department	Hayes/Falanga
Board of Health, Mental Health & Welfare	Gadaleta/Hayes
Education (elementary/middle (high)	Gross Hayes
Senior Citizens' Program	Gross/Spelling

PUBLIC COMMENT

(limit to 5 minutes per speaker)

CONSENT AGENDA

Resolution No. 20-01	Adoption of Temporary Budget for the Year 2020
Resolution No. 20-02	Depositories Designated
Resolution No. 20-03	Resolution Designating Tomas Padilla, Borough Administrator, as the Public Compliance Officer
Resolution No. 20-04	Signature Authority
Resolution No. 20-05	Interest on Delinquent Taxes
Resolution No. 20-06	Tax Collector to Charge Fee for Returned Checks
Resolution No. 20-07	Regular Meetings
Resolution No. 20-08	Legal Newspapers Designated
Resolution No. 20-09	Resolution Authorizing Certificate of Insurance for Borough- Sponsored Organizations
Resolution No. 20-10	Resolution Authorizing Regulating Vehicle Towing and Storage Services
Resolution No. 20-11	Resolution Authorizing Private Sector Reimbursement and Procedures for Emergency Expense
Resolution No. 20-12	Resolution Establishing a New Petty Cash Fund
Resolution No. 20-13	Resolution Authorizing Qualified Purchasing Agent Pursuant N.J.S.A. 40A:11-9 for the Borough of Woodcliff Lake
Resolution No. 20-14	Resolution to Authorize the Preparation, Advertisement and Acceptance of Bids for a Pool Cover and Pool Shell in the Borough of Woodcliff Lake

- Resolution No. 20-15 Resolution Authorizing Engineering Design and Bidding Services with Neglia Engineering for Pool Cover Replacement in the Borough of Woodcliff Lake
- Resolution No. 20-16 Resolution Authorizing Engineering Design and Bidding Services with Neglia Engineering for Pool Shell in the Borough of Woodcliff Lake
- Resolution No. 20-17 Resolution Adopting a Fair and Open Process for Retention of Professionals and Consultants for the Calendar Year 2020
- Resolution No. 20-18 Resolution Approving Church Road Change Order

ADJOURNMENT

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

Subject to Additions and/or Deletions

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

TEMPORARY BUDGET

**RESOLUTION NO. 20-01
JANUARY 6, 2020**

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 2020 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 2020; and

WHEREAS, said total temporary appropriations are limited to 26.25% of the total appropriations of the 2019 Budget exclusive of any appropriations made for debt service, capital improvement funds and public assistance in the said 2020 Budget in the amount of \$3,274,700.00.

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	25,000.00	10,000.00
Information Technology		4,000.00

Audit Services		5,000.00
Revenue Administration	20,000.00	10,000.00
Tax Assessment		25,000.00
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		180,000.00
Group Insurance Plans for Employees		430,000.00
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 Prevention Bureau	15,000.00	5,000.00
Municipal Court		20,000.00
Streets and Roads	240,000.00	60,000.00
Shade Tree Commission		5,000.00
Solid Waste Collection	60,000.00	20,000.00
Buildings and Grounds	20,000.00	30,000.00
Vehicle Maintenance		25,000.00
Public Health Services	8,000.00	10,000.00
Animal Control		2,000.00
Welfare Administration	500.00	200.00
Parks and Recreation	30,000.00	30,000.00
Maintenance of Parks		20,000.00
Library Membership		20,000.00
Celebration of Public Events		5,000.00
Electricity		50,000.00
Street Lighting		30,000.00
Telephone		10,000.00
Water		3,000.00
Gasoline		50,000.00
Sewerage Processing and Disposal	50,000.00	5,000.00
Landfill Dumping Fees		70,000.00
Social Security		50,000.00
Public Employees Retirement System		100,000.00
Police and Fire Retirement System		100,000.00

OPERATION -OUTSIDE CAP

BCUA Shared Sewer Charges		200,000.00	
Borough of Montvale - Sewer Charges		5,000.00	
Borough of Hillsdale - Sewer Charges		5,000.00	
LOSAP - Volunteer Ambulance		500.00	
LOSAP - Volunteer Fire		500.00	
Capital Improvement Fund		15,000.00	
Total Appropriations	<u>1,372,500.00</u>	<u>1,902,200.00</u>	\$3,274,700.00

Municipal Debt Service	
Payment of Bond Principal	900,000.00
Interest on Bonds	<u>184,900.00</u>
	<u>1,084,900.00</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, 2020.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

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

DEPOSITORIES DESIGNATED

**RESOLUTION NO. 20-02
JANUARY 6, 2020**

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
- Bank of America
 - State of NJ Cash Management Fund
 - TD Bank
 - Valley National Bank
 - PNC Bank
 - Wells Fargo Bank
 - Bank of New Jersey
 - Lakeland 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, 2020.

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

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

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

**RESOLUTION NO. 20-03
January 6, 2020**

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, 2020.

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, 2020.

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

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

SIGNATURE AUTHORITY

**RESOLUTION NO. 20-04
JANUARY 6, 2020**

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 Municipal Court Account and Municipal Court Bail Account – Municipal Judge, Borough Administrator, Borough Clerk, Chief Financial Officer and Court Administrator.

As to the Current Account, Unemployment Account, Animal Account, Capital Account, Claims Account, Trust Account, Causeway Beautification Account, Affordable Housing Account, CD Trust Account, Mandatory Development Account, Assessment Trust Account, Open Space 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, 2020.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

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

INTEREST ON DELINQUENT TAXES

**RESOLUTION NO. 20-05
JANUARY 6, 2020**

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, 2020.

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

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

TAX COLLECTOR TO CHARGE FEE FOR RETURNED CHECKS

RESOLUTION NO. 20-06

JANUARY 6, 2020

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 \$25.00 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, 2020.

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

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

REGULAR MEETINGS

**RESOLUTION NO. 20-07
JANUARY 6, 2020**

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 2020 at the Municipal Building, 188 Pascack Road, Woodcliff Lake, New Jersey at 7:00 PM.

January 6, 2020 Reorganization	June 22, 2020
January 27, 2020	July 13, 2020
February 10, 2020	August 10, 2020
March 2, 2020	September 14, 2020
March 16, 2020	October 5, 2020
April 6, 2020	October 19, 2020
April 20, 2020	November 9, 2020
May 4, 2020	December 7, 2020
May 18, 2020	December 21, 2020
June 8, 2020	January 5, 2021 Sine Die 7:00 PM
	January 5, 2021 Reorganization 7:30 PM

CERTIFICATION

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DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

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

LEGAL NEWSPAPERS DESIGNATED

**RESOLUTION NO. 20-08
JANUARY 6, 2020**

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, 2020.

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

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

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

**RESOLUTION NO. 20-09
JANUARY 6, 2020**

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
- Woodcliff Lake Football
- 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, 2020.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

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

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

**RESOLUTION NO. 20-10
JANUARY 6, 2020**

WHEREAS, the Borough of Woodcliff Lake advertised for bids on October 8, 2018; 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; JTS/Emerson Towing Service, 23 Chestnut Street, Emerson; Ramsey Auto Body, 265 Route 17 South, Upper Saddle River, NJ; Rich's Automotive, 50 Chestnut Street, Emerson, NJ and Citywide Towing, 205 Chestnut Street, Ridgewood, 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 2020.

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, 2020.

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

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

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

**RESOLUTION NO. 20-11
JANUARY 6, 2020**

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 \$7,500.00 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, 2020.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

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

RESOLUTION ESTABLISHING A NEW PETTY CASH FUND

**RESOLUTION NO. 20-12
JANUARY 6, 2020**

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, 2020.

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

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

**RESOLUTION AUTHORIZING QUALIFIED PURCHASING AGENT PURSUANT TO N.J.S.A. 40A:11-9
FOR THE BOROUGH OF WOODCLIFF LAKE**

**RESOLUTION NO. 20-13
January 6, 2020**

WHEREAS, The Mayor and Council for the Borough of Woodcliff Lake acknowledges that all procurements by the Borough shall be made in accordance with the Local Public Contracts Law: N.J.S.A. 40A:11- 1, et. seq., as amended, and Rules and Regulations promulgated thereunder; and

WHEREAS, N.J.S.A. 40A:11-9 permits the Borough, by Resolution, to designate an individual to serve as the Borough's Qualified Purchasing Agent; and

WHEREAS, the Borough acknowledges that designation of an individual to serve as Qualified Purchasing Agent shall delegate to said individual the authority, responsibility and accountability for the purchasing activity for the Borough in the name of the Borough and conduct any activities as may be necessary or appropriate to the purchasing function of the Borough as its agent; and

WHEREAS, the New Jersey State Legislature, through the Director of the Division of Local Government Services, has established a criteria for individuals to qualify for designation as a Qualified Purchasing Agent (N.J.S.A. 40A:11-9(b)), among which are education and/or experience, training and examination requirements; and

WHEREAS, Fariba Negahban, has been issued a Qualified Purchasing Agent Certificate by the State of New Jersey, Department of Community Affairs, Division of Local Government Services recognizing that she has satisfied the professional and educational qualifications as set forth in N.J.S.A. 40A: 11-9(b); and

WHEREAS, Fariba Negahban will be serving as the Borough's Qualified Purchasing Agent in return for a quarterly stipend of \$1,250.00.

WHEREAS, the Borough finds and determines that it is in the best interest of the Borough to designate Fariba Negahban as its Qualified Purchasing Agent.

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 Fariba Negahban be designated the Qualified Purchasing Agent for the Borough effective at passage of this resolution through December 31, 2020 unless otherwise resolved by the Borough.

BE IT FURTHER RESOLVED that Fariba Negahban be granted all authority, responsibility and accountability of a qualified purchasing agent pursuant to the laws of the State of New Jersey and that she be authorized in the name of the Borough to conduct any activities as may be necessary or appropriate for the purchasing functions of the Borough, as its agent.

BE IT FURTHER RESOLVED that the Borough establish the enhanced bid and quote threshold for public bodies with designated Qualified Purchasing Agents in those amounts established and/or adjusted by the Governor pursuant to N.J.S.A.40A:11-3(c).

BE IT FURTHER RESOLVED that the Qualified Purchasing Agent may if necessary establish rules and regulations for the Borough's procurement which rules and regulations shall not be inconsistent, but shall supplement, the laws of the State of New Jersey.

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to the Borough Auditor and Chief Financial Officer.

BE IT FURTHER RESOLVED, that a signed, conformed and compared copy of this Resolution should be accessible and maintained as an official Borough record pursuant to and in accordance with the "Open Public Records Act"; N.J.S .A. 47: 1A-1, et seq. and the "Destruction of Public Records Law (1953)"; N.J.S.A. 47:3-8.1, et seq. as set forth by the State of New Jersey Municipal Agency Record Retention Schedule promulgated by the Division of Archives and Record Management.

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, 2020.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

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

RESOLUTION TO AUTHORIZE THE PREPARATION, ADVERTISEMENT AND ACCEPTANCE OF BIDS FOR A POOL COVER AND POOL SHELL IN THE BOROUGH OF WOODCLIFF LAKE

**RESOLUTION NO. 20-14
JANUARY 6, 2020**

WHEREAS, the Parks and Recreation Director has requested authorization to prepare bid(s) specifications and advertise for receipt of bids for the purchase of one (1) new pool cover and pool shell for the Old Mill municipal swim pool; and

WHEREAS, pursuant with New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.), the advertisement and acceptance of bids is required; and

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:

1. The Parks and Recreation Director is hereby authorized to prepare bid specifications and the QPA is instructed to advertise for receipts of bids (date undetermined) for the purchase of one (1) new pool cover and pool shell for the Old Mill municipal swim pool; and
2. The QPA shall advertise the Notice(s) to Bidders for the purpose of the receipt of sealed bids for the above-named purpose(s) or project(s).

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, 2020.

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

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

RESOLUTION AUTHORIZING ENGINEERING DESIGN AND BIDDING SERVICES WITH NEGLIA ENGINEERING FOR POOL COVER REPLACEMENT IN THE BOROUGH OF WOODCLIFF LAKE

**RESOLUTION NO. 20-15
JANUARY 6, 2020**

WHEREAS, the Borough of Woodcliff Lake is in need of Engineering Design and Bidding Services for the Pool Cover Replacement; and

WHEREAS, Neglia Engineering has submitted a Proposal for Engineering Design and Bidding Services for the project referenced above, a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, the proposal submitted by Neglia Engineering reflects a lump sum basis in the amount of \$4,440.00 representing Phase 1-Engineering Design and Bidding Services; and a material basis cost of \$500.00 representing Phase II – Reimbursable Expenses; and

WHEREAS, the Borough Administrator and Borough Attorney have reviewed the proposal submitted by Neglia Engineering for Engineering Design and Bidding Services, a copy of which is attached hereto and incorporated herein by reference, and recommend the approval of same.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Woodcliff Lake that the proposal submitted by Neglia Engineering with regard to the Engineering Design and Bidding Services for the Pool Cover Replacement be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Borough Administrator be and is hereby authorized

and directed to execute the proposal submitted by Neglia Engineering, a copy of which is attached hereto and incorporated herein by reference; and

BE IT FURTHER RESOLVED that the Borough Clerk be and she is hereby authorized and directed to forward a copy of this resolution together with the signed proposal to Neglia Engineering 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, 2020.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

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

RESOLUTION AUTHORIZING ENGINEERING DESIGN AND BIDDING SERVICES WITH NEGLIA ENGINEERING FOR POOL SHELL IN THE BOROUGH OF WOODCLIFF LAKE

**RESOLUTION NO. 20-16
JANUARY 6, 2020**

WHEREAS, the Borough of Woodcliff Lake is in need of Engineering Design and Bidding Services for the Pool Shell Reconstruction; and

WHEREAS, Neglia Engineering has submitted a Proposal for Engineering Design and Bidding Services for the project referenced above, a copy of which is attached hereto and incorporated herein by reference; and

WHEREAS, the proposal submitted by Neglia Engineering reflects a lump sum basis in the amount of \$6,800.00 representing Phase 1-Engineering Design and Bidding Services; and a material basis cost of \$500.00 representing Phase II – Reimbursable Expenses; and

WHEREAS, the Borough Administrator and Borough Attorney have reviewed the proposal submitted by Neglia Engineering for Engineering Design and Bidding Services, a copy of which is attached hereto and incorporated herein by reference, and recommend the approval of same.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Woodcliff Lake that the proposal submitted by Neglia Engineering with regard to the Engineering Design and Bidding Services for the Pool Shell Reconstruction be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Borough Administrator be and is hereby authorized

and directed to execute the proposal submitted by Neglia Engineering, a copy of which is attached hereto and incorporated herein by reference; and

BE IT FURTHER RESOLVED that the Borough Clerk be and she is hereby authorized and directed to forward a copy of this resolution together with the signed proposal to Neglia Engineering 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, 2020.

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

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

**RESOLUTION ADOPTING A FAIR AND OPEN PROCESS FOR RETENTION OF PROFESSIONALS
AND CONSULTANTS FOR THE CALENDAR YEAR 2020**

**RESOLUTION NO. 20-17
JANUARY 6, 2020**

WHEREAS, the Borough of Woodcliff Lake (hereinafter the "Borough"), is required to adopt a fair and open process or a non-fair and open process for the retention of professionals and consultants pursuant to N.J.S.A. 19:44A-20.4 known as the "Local Pay to Play Law"; and

WHEREAS, the Borough has determined that it is in the best interest of the Borough to utilize the fair and open process as described therein.

NOW THEREFORE, BE IT RESOLVED, by the Borough of Woodcliff Lake that the fair and open process pursuant to N.J.S.A. 19:44A-20.4 with respect to the retention of professionals/consultants be and the same is hereby adopted; and

BE IT FURTHER RESOLVED, that the General Counsel to the Borough is hereby authorized and directed to prepare the Request for Qualifications for 2020 with respect to the retention of professionals/consultants and that the appropriate notice be published in The Record; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect as of January 6, 2020; and

BE IT FURTHER RESOLVED, that this Resolution shall be kept on file in the Office of the Borough Clerk.

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, 2020.

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

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

RESOLUTION APPROVING CHURCH ROAD CHANGE ORDER

**RESOLUTION NO. 20-18
JANUARY 6, 2020**

WHEREAS, the Borough of Woodcliff Lake is in receipt of Proposal No. 19-858 submitted by Frank Macchione Construction, Inc. with regard to a change order for the project located at Church Road in the Borough; and

WHEREAS, Proposal No. 19-858 in the amount of \$19,800.00 includes the following description: mill 6" & dispose; remove additional 6" sub-base; install 6" DGA stone; install 6" 19.5m64 to grade; and seal edges; and

WHEREAS, the Borough Administrator and Superintendent of the Department of Public Works have reviewed Proposal No. 19-858 submitted by Frank Macchione Construction, Inc. with regard to the change order for the Church Road project, a copy of which is attached hereto and incorporated herein by reference, in the amount of \$19,800.00 and recommend the approval of same; and

WHEREAS, the Chief Financial Officer has certified that the funds are available in the amount of \$19,800.00 for said purpose in Account No.C-0455932003.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of Woodcliff Lake, County of Bergen and State of New Jersey, that Proposal No. 19-858 submitted by Frank Macchione Construction Inc. for the change order to the Church Road project in the amount of \$19,800.00 be and is hereby approved; and

BE IT FURTHER RESOLVED, that the Borough Administrator be and is hereby authorized and directed to execute the proposal between the Borough and Frank Macchione Construction Inc. behalf of the Borough, a copy of which is attached hereto and incorporated herein by reference; and

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

CERTIFICATION

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

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