



**BOROUGH OF WOODCLIFF LAKE
MAYOR AND COUNCIL AGENDA
REORGANIZATION MEETING**

Tice Center

411 Chestnut Ridge Road, Woodcliff Lake, New Jersey

January 4, 2018

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.

OATH OF OFFICE

John Molinelli to swear in Nancy Gross

Philip McGovern to swear in Brian Singleton

PRESENTATION OF CERTIFICATES

John Hogan, Bergen County Clerk

Donna Abene, Women Empowered Democratic Organization

ROLL CALL

Mayor Carlos Rendo

Councilman Corrado Belgiovine

Councilwoman Jacqueline Gadaleta

Councilwoman Nancy Gross

Councilwoman Angela Hayes

Councilwoman Kristy Herrington

Councilman Brian Singleton

PLEDGE OF ALLEGIANCE

INVOCATION – Father Siffredus Rwechungura

SELECTION OF COUNCIL PRESIDENT FOR 2018

ANNUAL PROFESSIONAL APPOINTMENTS

Borough Attorney	Ronald Dario, Esq.
Borough Engineer	Neglia Engineering
Borough Auditor	Paul Lerch
Labor Attorney	Paul Doherty, Esq.
Bond Attorney	Steven Rogut, Esq.
Risk Manager	Frank Covelli
Special Counsel for PVRHSD	Vito Gagliardi, Jr., Esq.
Special Counsel for Tax Appeals (Commercial)	Chasan Leyner & Lamparello

MAYOR'S ANNUAL APPOINTMENTS AND DESIGNATIONS TO VARIOUS MUNICIPAL OFFICES

Property Maintenance Officials	Raymond Blackton/Chris Behrens
Zoning Official	Nick Saluzzi
Recycling Program Coordinator	Chris Behrens
Fire Sub-Code Official	Edward Barboni
Chief Financial Officer	Harold Laufeld
Plumbing Sub-Code Official	Nick Saluzzi
Fire Official	Paul Bechtel
Deputy Fire Official	Timothy Ennis
Fire Inspector	Joseph Mauro
Fire Inspector	John Stalb
Fire Inspector	Michael Koons
Fire Inspector	John Whelan
Fire Inspector	Dan Schuster
Police and Assistant Police Surgeons	Sergio Dragone, Steven Meyeron, Stephen Margulis, Guiseppi Condemi,
C-2 Sewer License	Christopher Seidler
Safety Fund Commissioner	Deborah Dakin
Certified Tree Expert/Arborist	Liz Stewart
Welfare Director	Kathy Bowen

APPOINTMENT OF PLANNING BOARD MEMBERS

Class I	Mayor Carlos Rendo Designee: Thomas Panso (term ending December 31, 2018)
Class II	Robert Friedberg (term ending December 31, 2018)
Class III	Corrado Belgiovine (term ending December 31, 2018)
Class IV	David Ciaudelli (term ending December 31, 2021)
Class IV	Albert Dattoli (term ending December 31, 2021)

Alternate 1 Peter Michelis (term ending December 31, 2018)
 Alternate 2 Jane Whitchurch-Carluccio (term ending December 31, 2019)

APPOINTMENT OF ZONING BOARD MEMBERS

Member Robert Hayes (term ending December 31, 2021)
 Member Emilia Orozova Fendian (term ending December 31, 2020)
 Member Robin Malley (term ending December 31, 2021)
 Alternate 2 James Vercelli (term ending December 31, 2019)

BOARD OF HEALTH

Member Josephine Higgins (term ending December 31, 2020)
 Member Elaine Metlitz (term ending December 31, 2020)
 Member Ina Palatnek (term ending December 31, 2020)

APPOINTMENTS OF STANDING COMMITTEES

Administration/Finance	Belgiovine/Singleton
DPW & Roads/Sewer & Sanitation, Ecology	Belgiovine/Gadaleta
Parks & Recreation	Belgiovine/Gross
Public Safety/Police/OEM/TriBoro	Herrington
Building & Grounds/Building Department	Belgiovine/Gadaleta
Board of Health, Mental Health & Welfare	Hayes/Gross
Education (elementary)	Gross
(high)	Gadaleta
Ordinances	Herrington/Singleton
Fire – Volunteer/Fire Prevention	Gadaleta/Herrington
Library	Hayes
Senior Citizens’ Program	Gross/Herrington

PUBLIC COMMENT

(limit to 5 minutes per speaker)

CONSENT AGENDA

Resolution No. 18-01	Adoption of Temporary Budget for the Year 2018
Resolution No. 18-02	Depositories Designated
Resolution No. 18-03	Resolution Designating Tomas Padilla, Borough Administrator, as the Public Compliance Officer
Resolution No. 18-04	Signature Authority

Resolution No. 18-05	Interest on Delinquent Taxes
Resolution No. 18-06	Tax Collector to Charge Fee for Returned Checks
Resolution No. 18-07	Regular Meetings
Resolution No. 18-08	Legal Newspapers Designated
Resolution No. 18-09	Resolution Authorizing Certificate of Insurance for Borough- Sponsored Organizations
Resolution No. 18-10	Resolution Authorizing Regulating Vehicle Towing and Storage Services
Resolution No. 18-11	Resolution Authorizing Private Sector Reimbursement and Procedures for Emergency Expense
Resolution No. 18-12	Resolution Establishing a New Petty Cash Fund
Resolution No. 18-13	Resolution Authorizing the Appointment of Borough Attorney in the Borough of Woodcliff Lake
Resolution No. 18-14	Resolution Authorizing Qualified Purchasing Agent Pursuant N.J.S.A. 40A:11-9 for the Borough of Woodcliff Lake

ADJOURNMENT

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

Subject to Additions and/or Deletions

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

TEMPORARY BUDGET

**RESOLUTION NO. 18-01
JANUARY 4, 2018**

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 2018 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 2018; and

WHEREAS, said total temporary appropriations are limited to 26.25% of the total appropriations in the 2017 Budget exclusive of any appropriations made for debit service, capital improvement funds and public assistance in the said 2018 Budget in the amount of \$3,121,326.00.

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	50,000.00	25,000.00
Mayor and Council	8,000.00	3,000.00
Municipal Clerk	30,000.00	15,000.00
Financial Administration	25,000.00	10,000.00
Audit Services		5,000.00
Revenue Administration	20,000.00	10,000.00
Tax Assessment	1,000.00	25,000.00
Legal Services		45,000.00
Engineering Services		10,000.00
Planning Board		10,000.00

Zoning Board of Adjustment		10,000.00	
Uniform Construction Code	60,000.00	10,000.00	
Insurance - Other Insurance Premiums		180,000.00	
Group Insurance Plans for Employees		400,000.00	
Unemployment Insurance		1,000.00	
Police	650,000.00	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	12,000.00	
Animal Control		2,000.00	
Welfare Administration	500.00	400.00	
Parks and Recreation	30,000.00	32,000.00	
Maintenance of Parks		20,000.00	
Library Membership		25,000.00	
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		40,000.00	
Public Employees Retirement System		100,000.00	
Police and Fire Retirement System		125,100.00	
 <u>OPERATION -OUTSIDE CAP</u>			
BCUA Shared Sewer Charges		180,000.00	
Borough of Montvale - Sewer Charges		5,000.00	
Borough of Hillsdale - Sewer Charges		5,000.00	
LOSAP - Volunteer Ambulance		500.00	
LOSAP - Volunteer Fire		500.00	
Capital Improvement Fund		15,000.00	
	-	-	
Total Appropriations	1,273,500.00	1,847,500.00	\$3,121,000.00

Municipal Debt Service	
Payment of Bond Principal	680,000.00
Payment of Bond Anticipation Note	200,000.00
Interest on Bonds	28,659.00
Interest on Notes	<u>55,593.00</u>
	<u>964,252.00</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 4, 2018.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

DEPOSITORIES DESIGNATED

**RESOLUTION NO. 18-02
JANUARY 4, 2018**

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

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

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

**RESOLUTION NO. 18-03
January 4, 2018**

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, 2018.

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

SIGNATURE AUTHORITY

**RESOLUTION NO. 18-04
JANUARY 4, 2018**

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

INTEREST ON DELINQUENT TAXES

**RESOLUTION NO. 18-05
JANUARY 4, 2018**

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

TAX COLLECTOR TO CHARGE FEE FOR RETURNED CHECKS

**RESOLUTION NO. 18-06
JANUARY 4, 2018**

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

REGULAR MEETINGS

**RESOLUTION NO. 18-07
JANUARY 4, 2018**

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 2018 at the Municipal Building, 188 Pascack Road, Woodcliff Lake, New Jersey at 8:00 PM.

January 4, 2018 Reorganization	June 18, 2018
January 22, 2018	July 16, 2018
February 12, 2018	August 13, 2018
March 5, 2018	September 4, 2018 (Tuesday)
March 19, 2018	September 17, 2018
April 2, 2018	October 1, 2018
April 16, 2018	October 15, 2018
May 7, 2018	November 20, 2018 (Tuesday)
May 21, 2018	December 4, 2018 (Tuesday)
June 4, 2018	December 17, 2018
	January 3, 2019 (Sine Die/Reorganization – Thursday)

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

LEGAL NEWSPAPERS DESIGNATED

**RESOLUTION NO. 18-08
JANUARY 4, 2018**

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

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

**RESOLUTION NO. 18-09
JANUARY 4, 2018**

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
- 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 4, 2018.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

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

**RESOLUTION NO. 18-10
JANUARY 4, 2018**

WHEREAS, the Borough of Woodcliff Lake advertised for bids on October 10, 2017.

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

NOW, THEREFORE, BE IT RESOLVED, that Bergen Brookside Towing, One Emerson Plaza, Emerson, NJ; JTS Emerson Towing, 23 Chestnut Street, 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 2018.

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

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

**January 4, 2018
RESOLUTION NO. 18-11**

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

RESOLUTION ESTABLISHING A NEW PETTY CASH FUND

**RESOLUTION NO. 18-12
JANUARY 4, 2018**

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

**RESOLUTION AUTHORIZING THE APPOINTMENT OF BOROUGH ATTORNEY
IN THE BOROUGH OF WOODCLIFF LAKE**

**RESOLUTION NO. 18-13
JANUARY 4, 2018**

WHEREAS, there exists a need for the appointment of an Borough Attorney to provide legal services and advice for the Borough of Woodcliff Lake for the year 2018; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised; and

WHEREAS, this appointment and/or contract was advertised and is hereby awarded pursuant to a fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.4 et seq., with the award of the contract and/or the appointment being in the best interest and the most advantageous to the Borough of Woodcliff Lake considering all factors.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Woodcliff Lake that of the firm of **Dario Albert Metz & Eyeran, LLC** is hereby appointed as Borough Attorney for the Borough of Woodcliff Lake. The term of the contract commences on January 1, 2018 and extends until December 31, 2018; and

BE IT FURTHER RESOLVED that a contract be entered into with the above appointee and such contract be awarded without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because the aforesaid agreement encompasses professional services recognized, licensed and regulated by law, and is of a nature where it is not possible to obtain competitive bids and is hereby awarded under a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.

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 4, 2018.

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

Council Member	Motion	Second	Yea	Nay	Abstain	Absent
Belgiovine						
Gadaleta						
Gross						
Hayes						
Herrington						
Singleton						
Mayor Rendo						

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

RESOLUTION NO. 18-14

January 4, 2018

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) a copy of which is attached hereto; 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 RESOVLED, 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, 2018 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 4, 2018.

DEBORAH DAKIN, RMC, CMR
BOROUGH CLERK