



**BOROUGH OF WOODCLIFF LAKE  
MAYOR AND COUNCIL AGENDA  
REORGANIZATION MEETING  
Tice Center  
411 Chestnut Ridge Road, Woodcliff Lake, New Jersey  
January 4, 2016  
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 on December 23, 2015 and two newspapers, The Record and The Ridgewood News, were notified on December 23, 2015.

**OATH OF OFFICE**

Assemblywoman Schepisi to swear in Carlos Rendo  
Assemblywoman Schepisi to swear in Angela Hayes  
Assemblywoman Schepisi to swear in Kristy Herrington  
Freeholder Tracy Zur to swear in Jacqueline Gadaleta

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

**INVOCATION** – Father Sean Manson

**OATH OF OFFICE – RYAN HANSEN**

**SELECTION OF COUNCIL PRESIDENT FOR 2016**

**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
Residential	Chasan Leyner & Lamparello
Special Counsel for Galaxy Gardens	Riker, Danzig, Scherer, Hyland, Perretti
Special Environmental Engineer	Boswell Engineering

**MAYOR'S ANNUAL APPOINTMENTS AND DESIGNATIONS TO VARIOUS MUNICIPAL OFFICES**

Fire Board Commissioners	Councilwoman Jacqueline Gadaleta
	Councilwoman Kristy Herrington
Property Maintenance Official	Paul Bechtel
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
Park and Recreation Director	Elizabeth Calderone
Fire Official	Paul Bechtel
Deputy Fire Official	Timothy Ennis
Fire Inspector	Joseph Mauro
Fire Inspector	John Stalb
Fire Inspector	John Whelan
Fire Inspector	George Fusco, Jr.
Police and Assistant Police Surgeons	Drs. David Abend, Sergio Dragone, Stephen Margulis, Guiseppi Condemi, Steven Meyerson
C-2 Sewer License	William Hahn
Safety Fund Commissioner	Deborah Dakin
Certified Tree Expert/Arborist	William Comery

**APPOINTMENT OF PLANNING BOARD MEMBERS**

Class I	Mayor Carlos Rendo Designee: Wilfred Morrison
Class II	Robert Friedberg (term ending December 31, 2016)
Class III	Thomas Panso (term ending December 31, 2016)
Alternate 1	Chad Feinstein (term ending December 31, 2016)
Alternate 2	Edward Barboni (term ending December 31, 2016)

**APPOINTMENT OF ZONING BOARD MEMBERS**

Member	John Spirig (term ending December 31, 2019)
Alternate 1	Sanjew Dhawan (term ending 12/31/2016)

**BOARD OF HEALTH**

Member	(term ending December 31, 2018)
Member	(term ending December 31, 2018)

**APPOINTMENTS OF STANDING COMMITTEES**

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

**CONSENT AGENDA**

- Resolution No. 16-01 – Adoption of Temporary Budget for the Year 2016
- Resolution No. 16-02 – Depositories Designated
- Resolution No. 16-03 – Resolution Authorizing Payment of Payroll & Claims

- Resolution No. 16-04 – Signature Authority
- Resolution No. 16-05 – Interest on Delinquent Taxes
- Resolution No. 16-06 – Tax Collector to Charge Fee for Returned Checks
- Resolution No. 16-07 – Regular Meetings
- Resolution No. 16-08 – Legal Newspapers Designated
- Resolution No. 16-09 – Resolution Authorizing Certificate of Insurance for Borough-Sponsored Organizations
- Resolution No. 16-10 – Resolution Authorizing Regulating Vehicle Towing and Storage Services
- Resolution No. 16-11 – Resolution Authorizing Private Sector Reimbursement and Procedures for Emergency Expense
- Resolution No. 16-12 – Resolution Establishing a New Petty Cash Fund

**PUBLIC COMMENT**

(limit to 5 minutes per speaker)

**ADJOURNMENT**

**\*\*\*\*Disclaimer\*\*\*\***

**Subject to Additions and/or Deletions**

**TEMPORARY BUDGET**

**RESOLUTION NO. 16-01  
JANUARY 4, 2016**

<u>CURRENT FUND</u>	<u>SALARIES &amp; WAGES</u>	<u>OTHER EXPENSES</u>
General Administration	40,000.00	15,000.00
Mayor and Council	8,000.00	3,000.00
Municipal Clerk	25,000.00	15,000.00
Financial Administration	25,000.00	10,000.00
Audit Services		5,000.00
Revenue Administration	20,000.00	5,000.00
Tax Assessment	1,000.00	15,000.00
Legal Services		40,000.00
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		170,000.00
Group Insurance Plans for Employees		360,000.00
Unemployment Insurance		1,000.00
Police	600,000.00	50,000.00
Police Dispatch/911		50,000.00
Office of Emergency Management	5,000.00	3,000.00
Aid to Volunteer Fire Dept	1,500.00	30,000.00
First Aid Organization		5,000.00
Fire Prevention Bureau	10,000.00	5,000.00
Municipal Court	0.00	20,000.00
Streets and Roads	240,000.00	50,000.00
Shade Tree Commission		5,000.00
Solid Waste Collection	60,000.00	20,000.00
Buildings and Grounds	20,000.00	25,000.00
Vehicle Maintenance		35,000.00
Public Health Services	8,000.00	12,000.00
Animal Control		2,000.00
Welfare Administration	500.00	500.00
Parks and Recreation	25,000.00	30,000.00
Maintenance of Parks		15,000.00
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		40,000.00
Sewerage Processing and Disposal	60,000.00	5,500.00
Landfill Dumping Fees		70,000.00
Social Security		40,000.00
Public Employees Retirement System		100,000.00
Police and Fire Retirement System		125,000.00

OPERATION -OUTSIDE CAP

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		10,000.00

Total Appropriations	-	-	
	1,209,000.00	1,741,000.00	\$2,950,000.00
	=	=	

Municipal Debt Service

Payment of Bond Principal	685,000.00
Payment of Bond Anticipation Note	75,500.00
Interest on Bonds	74,924.00
Interest on Notes	<u>17,283.00</u>
	852,707.00

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**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, 2016.

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

**DEPOSITORIES DESIGNATED**

**RESOLUTION NO. 16-02**

**JANUARY 4, 2016**

**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, 2016.

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

**RESOLUTION AUTHORIZING PAYMENT OF PAYROLL & PAYMENT OF CLAIMS**

**January 4, 2016  
Resolution No. 16-03**

**BE IT RESOLVED**, that the following Payroll Disbursements made by the Treasurer since the last meeting are proper and hereby ratified and approved:

Payroll Released 12/31/2015 - \$186,213.84

**CERTIFICATION OF FUNDS**

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

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Harold Laufeld  
Chief Financial Officer

**CERTIFICATION**

I, Deborah Dakin, Municipal Clerk of the Borough of Woodcliff Lake in the County of Bergen and the State of New Jersey do hereby certify that the foregoing resolution is a true copy of the original resolution duly passed and adopted by the Mayor and Council at the meeting of January 4, 2016.

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

**SIGNATURE AUTHORITY**

**RESOLUTION NO. 16-04**

**JANUARY 4, 2016**

**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, 2016.

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

**INTEREST ON DELINQUENT TAXES**

**RESOLUTION NO. 16-05  
JANUARY 4, 2016**

**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, 2016.

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

**TAX COLLECTOR TO CHARGE FEE FOR RETURNED CHECKS**

**RESOLUTION NO. 16-06**

**JANUARY 4, 2016**

**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, 2016.

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

**REGULAR MEETINGS**

**RESOLUTION NO. 16-07  
JANUARY 4, 2016**

**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 2015 at the Municipal Building, 188 Pascack Road, Woodcliff Lake, New Jersey at 8:00 PM.

January 4, 2016 Reorganization	July 11, 2016
January 19, 2016 (Tuesday)	August 1, 2016
February 8, 2016	September 12, 2016
February 22, 2016	October 3, 2016
March 7, 2016	October 17, 2016
March 21, 2016	November 10, 2016 (Thursday)
April 4, 2016	November 21, 2016
April 18, 2016	December 5, 2016
May 2, 2016	December 19, 2016
May 16, 2016	January 3, 2017 Sine Die 7:00 PM
June 6, 2016	January 3, 2017 Reorganization 8:00 PM

**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, 2016.

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

**LEGAL NEWSPAPERS DESIGNATED**

**RESOLUTION NO. 16-08**

**JANUARY 4, 2016**

**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, 2016.

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

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

**RESOLUTION NO. 16-09  
JANUARY 4, 2016**

**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 Athletic Association  
Woodcliff Lake Soccer Association  
WLM Wrestling Association  
Pascack Junior Volleyball Association  
Woodcliff Lake Recreation Department  
Woodcliff Lake Adult Basketball  
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, 2016.

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

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

**RESOLUTION NO. 16-10  
JANUARY 4, 2016**

**WHEREAS**, the Borough of Woodcliff Lake advertised for bids on October 24, 2014.

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

**NOW, THEREFORE, BE IT RESOLVED**, that Bergen Brookside Towing, One Emerson Plaza, Emerson, NY; Rich's Automotive, 50 Chestnut Street, Emerson, NJ; and Ramsey Auto Body, 265 Route 17 South, Upper Saddle River, 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 2016.

**CERTIFICATION**

I, Deborah Dakin, Municipal Clerk of the Borough of Woodcliff Lake in the County of Bergen and the State of New Jersey do hereby certify that the foregoing resolution is a true copy of the original resolution duly passed and adopted by the Mayor and Council at the meeting of January 4, 2016.

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

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

**RESOLUTION NO. 16-11  
JANUARY 4, 2016**

**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

**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;

**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, 2016.

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

**RESOLUTION ESTABLISHING A NEW PETTY CASH FUND**

**RESOLUTION NO. 16-12**

**JANUARY 4, 2016**

**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, 2016.

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