



**MAYOR AND COUNCIL
BOROUGH OF CLOSTER**

REGULAR MEETING AGENDA – WEDNESDAY, JULY 12, 2023 - 7:00 P.M

THIS REGULARLY SCHEDULED MEETING OF THE CLOSTER MAYOR AND COUNCIL WILL BE HELD IN-PERSON, TELEPHONICALLY and VIA ZOOM VIDEO.

You may join Zoom meeting including video by accessing the information posted in the **Borough Calendar** on the Borough website by visiting www.closterboro.com and clicking the link on the left sidebar for **Calendars and Notice of Meetings** and click on the corresponding date.

To join via Telephone Audio Only:

TOLL FREE: +1 646-558-8656; MEETING ID: 864 2063 3673; PASSWORD: 8675309

If Executive session is required, the Council will retire to a closed session at the conclusion of the Regular Meeting pursuant to N.J.S.A. 10:4-6 and follow the procedures provided in this statute.

1. **OPEN PUBLIC MEETINGS ACT STATEMENT**

This meeting is called pursuant to the provisions of the Open Public Meetings Act of the State of New Jersey, was included in the Notice of 2022 Mayor and Council Meetings which was published in The Record on December 23, 2021 and The Star Ledger on December 25, 2021, was posted on the Municipal Clerk's bulletin board and on the Borough website, and has remained posted as the required notices under the Statute. In addition, a copy of the notice is and has been available to the public and is on file in the office of the Municipal Clerk.

2. **ROLL CALL**

3. **VOTE ON CONSENT AGENDA ITEMS**

All items with an asterisk (*) are considered to be non-controversial by the Council and will be approved by one MOTION.

There may be further discussion prior to the vote upon request of a Council Member. Also, any item may be removed for further discussion or for Roll Call vote, in which case the item will be removed and considered in its normal sequence as part of the General Order of Business.

RESOLUTIONS

- *22-183 RESOLUTION EXPRESSING SUPPORT FOR S-3906 WHICH WOULD PROVIDE THE BOROUGH OF CLOSTER WITH \$2,775,541.75 OF STATE FUNDS TO REPAY DEBT, ADVANCE CAPITAL PROJECTS AND PROVIDE PROPERTY TAX RELIEF
- *23-184 RESOLUTION REQUESTING APPROVAL OF ITEM OF REVENUE AND APPROPRIATION UNDER N.J.S.A. 40A:4-87 FOR "ALCOHOL EDUCATION REHABILITATION AND ENFORCEMENT FUND"
- *23-185 RESOLUTION SUPPORTING NATIONAL GUN AWARENESS MONTH
- *23-186 RESOLUTION SUPPORTING ADOPT A SHELTER CAT MONTH
- *23-187 RESOLUTION SUPPORTING POST TRAUMATIC STRESS DISORDER AWARENESS MONTH
- *23-188 RESOLUTION SUPPORTING CARIBBEAN AMERICANS MONTH
- *23-189 GOVERNING BODY CERTIFICATION OF AUDIT
- *23-190 CORRECTIVE ACTION PLAN
- *23-191 RESOLUTION TO CONFIRM ENDORSEMENT OF CLOSTER BOARD OF EDUCATION GRANT APPLICATION TO NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION: TREES TO SCHOOLS GRANT
- *23-192 BILL LIST
- *23-193 RESOLUTION AWARDED CONTRACT FOR THE RUCKMAN ROAD WALL RECONSTRUCTION PROJECT TO CIPRIANO ENTERPRISES, INC. DBA RFA EXCAVATING & LANDSCAPE CONSTRUCTION, 74 ETHERL AVE., HAWTHORNE, NJ
- *23-194 RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE 2023-1
- *23-195 RESOLUTION IN SUPPORT OF CLOSTER BOARD OF EDUCATION BOND REFERENDUM

*23-196 RESOLUTION AUTHORIZING CONTRACT WITH CERTAIN APPROVED STATE
COOPERATIVE PRICING SYSTEM VENDOR PURSUANT TO N.J.S.A. 40A:11-11
CLOSTER RECREATION COMMISSION

- 4. **VOTE ON ITEMS REMOVED FROM THE CONSENT AGENDA**
- 5. **ANY OTHER MATTER WHICH MAY PROPERLY COME BEFORE THE GOVERNING BODY**
- 6. **OPEN MEETING TO PUBLIC FOR ANY MATTER)**
(Subject to 5-minute limit per By-Laws General Rule No. 11)
- 7. **ADJOURNMENT**

ALL BUSINESS WILL TERMINATE AT 11:00 P.M.

BOROUGH OF CLOSTER
RESOLUTION #23-183

**RESOLUTION EXPRESSING SUPPORT FOR S-3906 WHICH WOULD PROVIDE THE
BOROUGH OF CLOSTER WITH \$2,775,541.75 OF STATE FUNDS TO REPAY DEBT,
ADVANCE CAPITAL PROJECTS AND PROVIDE PROPERTY TAX RELIEF**

WHEREAS, the New Jersey Debt Defeasance and Prevention Fund was created for the purpose of repaying or defeasing taxpayer-funded debt and funding capital projects that would otherwise be paid for with new debt; and

WHEREAS, the New Jersey Debt Defeasance and Prevention Fund is expected to have an unallocated balance of at least \$4.32 billion; and

WHEREAS, members of the New Jersey Senate Republican caucus, including Senator Holly Schepisi have introduced Senate Bill 3906 (S-3906), which would allocate \$4.32 billion from the New Jersey Debt Defeasance and Prevention Fund to towns and counties to repay local government debt, advance capital projects of their choosing, and provide property tax relief to residents; and

WHEREAS, funds would be allocated by S-3906 on a per capita basis, meaning every town and county would get a fair share of funding based on population; and

WHEREAS, S-3906 provides that \$3 billion would be allocated to New Jersey municipalities on a per capita basis, and \$1.32 billion would be allocated to New Jersey counties on a per capita basis; and

WHEREAS, prior allocations from the New Jersey Debt Defeasance and Prevention fund have not been determined in a fair, equitable, or transparent manner; and

WHEREAS, the Borough of Closter would receive an estimated allocation of \$ 2,775,542.76 under S-3906 based on 2020 United States Census data; and

WHEREAS, S-3906 requires funds to be disbursed within 30 days of the legislation's enactment; and

WHEREAS, S-3906 is not expected to have a fiscal impact on the proposed State Budget for Fiscal Year 2024; and

WHEREAS, local and county governments are contending with soaring health care premiums, rising pension costs, and inflationary pressures that have impacted their budgets; and

WHEREAS, the significant allocations to towns and counties across New Jersey that have been proposed under S-3906 would help to lower and stabilize property taxes for years to come.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body that the Borough of Closter supports Senate Bill 3906, "Give It Back" property Tax relief ; and

NOW, BE IT FUTHER RESOLVED, the Borough Clerk is requested to send a signed resolution to Senator Holly Schepisi.

COUNCILPERSON	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted: July 12, 2023

ATTEST:

APPROVED:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held July 12, 2023.

Stephanie Evans, Borough Clerk

jw:lw

BOROUGH OF CLOSTER
RESOLUTION #23-184

RESOLUTION REQUESTING APPROVAL OF ITEM OF REVENUE AND
APPROPRIATION UNDER N.J.S.A. 40A: 4-87 FOR
“ALCOHOL EDUCATION REHABILITATION & ENFORCEMENT FUND”

WHEREAS, N.J.S.A. 40A: 4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of adoption of the budget, and

WHEREAS, said Director may also approve the insertion of an item of appropriation for an equal amount,

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Closter hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year **2023** in the sum of **\$259.59** which item is now available as revenue from the **Alcohol Education Rehabilitation and Enforcement Fund**.

BE IT FURTHER RESOLVED that the total sum thereof of **\$259.59** is and the same is hereby appropriated under the caption of:

Chapter 159 – ALCOHOL EDUCATION REHABILITATION & ENFORCEMENT FUND

BE IT FURTHER RESOLVED, that the Assistant Chief Financial Officer will electronically submit this certified resolution along with the form to the Division of Local Government Services as per LFN 2014-11.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted: July 12, 2023

ATTEST:

APPROVED:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of a Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held July 12, 2023.

Stephanie Evans, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #23-185

RESOLUTION SUPPORTING NATIONAL GUN AWARENESS MONTH

WHEREAS, data shows that in 2021, gun related deaths reached an all-time high with more than 48,000 people in the United States killed and 40,000 injured by gunfire; and

WHEREAS, in 2022, gun related deaths slightly declined, but remained high with an estimated 20,138 deaths, with the second highest number of mass shootings; and

WHEREAS, this includes over 20,000 people killed in homicides involving firearms, over 24,000 people who commit suicide by using firearms; and

WHEREAS, according to the National Gun Violence Archive, in 2022 there were 647 mass shooting incidents as defined by four or more individuals getting shot not including the shooter; and

WHEREAS, depending on the source, since the Sandy Hook shooting, there have been over 300 school shootings; and

WHEREAS, gun violence has become the leading cause of death for children and adolescents under the age of 19; and

WHEREAS, gun violence typically escalates during the summer months; and

WHEREAS, on June 2, 2023, people across the United States will recognize National Gun Violence Awareness Day and wear orange in remembrance of victims of gun violence and their loved ones.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of Closter hereby recognizes June 2, 2023 as Gun Violence Awareness Day and the month of June as Gun Violence Awareness Month in remembrance of the victims of gun violence, and calls upon residents to wear orange, the color that hunters wear to show that they are not targets; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Mayor and Council of Closter calls upon Bergen County residents to promote greater awareness of gun violence and gun safety, particularly during the summer months when gun violence typically increases; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Bergen County Chapter of Moms Demand Action and County Executive James J. Tedesco III.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted:

ATTEST:

APPROVED BY:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of a Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held on July 12, 2023.

Stephanie Evans, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #23-186

RESOLUTION SUPORTING ADOPT A SHELTER CAT MONTH

WHEREAS, approximately four million cats end up in shelters every year, including thousands born every spring and summer during “kitten season,” and shelters can become overwhelmed by these new litters of kittens joining the cats already at local animal shelters and rescue centers; and

WHEREAS, to highlight this issue the American Humane Society has promoted Adopt a Cat Month since 1975; and

WHEREAS, the Bergen County Animal Shelter and Adoption Center has numerous cats ready for adoption and exceptional staff who will help prospective families find the right cat; and

WHEREAS, the Animal Shelter’s Mobile Adoption Van is a crucial tool for Bergen County, as it allows shelter staff to bring adoptable cats into the community, and gives an opportunity to provide educational opportunities and helps promote responsible pet ownership; and

WHEREAS, the Mayor and Council wishes to spread awareness of the millions of homeless cats across the country that are waiting to join loving families and find their forever homes; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of Closter hereby recognizes June 2023 as “Adopt a Shelter Cat Month,” and urges residents to consider adopting a cat (or two) or even adding another cat to their family; and

BE IT FURTHER RESOLVED, that the Mayor and Council of Closter urges those that are not able to adopt to consider donating food, toys, and blankets to the shelter, or donate their time to the shelter in person or by fostering kittens; and

BE IT FURTHER RESOLVED, that the Mayor and Council commends the Bergen County Animal Shelter and Adoption Center staff for their hard work and dedication to finding forever homes for the cats in their care; and

BE IT FURTHER RESOLVED that the Mayor and Council of Closter wishes to commend the Center for Food Action for their partnership with the Bergen County Animal Shelter; and Adoption Center in distributing donated pet food to disadvantaged families in Bergen County, allowing those families to keep their pets rather than surrendering them to a shelter; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to County Executive James J. Tedesco III, and to Deborah Yankow, the Director of the Bergen County Animal Shelter and Adoption Center.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted: July 12, 2023

ATTEST:

APPROVED BY:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of a Resolution adopted by the Mayor and Council of the Borough of Closter
at the Regular Meeting held on July 12, 2023

Stephanie Evans, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #23-187

RESOLUTION SUPPORTING POST TRAUMATIC STRESS DISORDER AWARENESS MONTH

WHEREAS, in 2014 the United States Senate first designated the month of June as Post Traumatic Stress Disorder (PTSD) Awareness Month, and they have done so each June since; and

WHEREAS, PTSD is a mental health problem that some people develop after experiencing or witnessing a life-threatening event such as combat, natural disasters, car accidents, or sexual assault; and

WHEREAS, more than half of Americans will experience a traumatic event in their lives, and of those who experience a traumatic event, more than one in ten men, and two in ten women will experience PTSD in their lifetime, and

WHEREAS, veterans are a high-risk group for PTSD with Gulf War veterans at 10%, Iraq War veterans at 14%, and Vietnam war veterans at 30%; and

WHEREAS, mental health experts are not sure why some people develop PTSD and others don't; and

WHEREAS, PTSD can cause those suffering to relive trauma, to engage in avoidance of people or situations that remind them of the trauma, increased negative thoughts, and feeling on edge; and

WHEREAS, those suffering from PTSD are urged to seek help; and

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of Closter hereby recognizes June 2023 as "PTSD Awareness Month," and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to County Executive James J. Tedesco III, Shaun Hutchinson, the Director of the Division of Veterans Affairs, and Anika Davis, the Director of the Division of Mental Health.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted: July 12, 2023

ATTEST:

APPROVED BY:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of a Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held on July 12, 2023.

Stephanie Evans, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #23-188

RESOLUTION SUPPORTING CARIBBEAN AMERICANS MONTH

WHEREAS, the month of June has been set aside to honor the cultural, linguistic, ethnic, and social diversity of Caribbean Americans; and

WHEREAS, millions of individuals in the United States have Caribbean roots, and while some came of their own volition, others were forced to our country as slaves; and

WHEREAS, despite the tribulations of the Caribbean people, Caribbean Americans have triumphed and are essential towards the backbone of American society. Their efforts and successes exhibit valiant determination, a devotion to community, patriotism; and

WHEREAS, Caribbean Americans have excelled in many facets including education, sports, music, government, and the armed forces; and

WHEREAS, many Americans well-known for their contributions to America came from the Caribbean or had/have Caribbean roots including Alexander Hamilton; and

WHEREAS, the United States House of Representatives first recognized Caribbean American Heritage Month in 2005, and the Senate and White House first recognized it in 2006; and

NOW, THEREFORE, BE IT RESOLVED, that Mayor and Council of Closter hereby recognizes June 2023 as Caribbean-American Heritage Month; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to County Executive James J. Tedesco III.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted: July 12, 2023

ATTEST:

APPROVED BY:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of a Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held on July 12, 2023.

Stephanie Evans, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #23-189

GOVERNING BODY CERTIFICATION OF AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the Year 2022 has been filed by a Registered Municipal Accountant with the Municipal Clerk as pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52 - to wit:

AR.S. 52:27BB-52 - A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) dollars or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Borough of Closter, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted: July 12, 2023

ATTEST:

APPROVED:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of a Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held July 12, 2023.

Stephanie Evans, Borough Clerk

GROUP AFFIDAVIT FORM

CERTIFICATION OF GOVERNING BODY

STATE OF NEW JERSEY
COUNTY OF BERGEN

We, members of the governing body of the Borough of Closter, in the County of Bergen, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) members of the Mayor and Council of the Borough of Closter in the County of Bergen;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2021;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled AComments and Recommendations.

_____(L.S.)
Mayor John C. Glidden, Jr.

_____(L.S.)
Councilwoman Victoria Amitai

_____(L.S.)
Councilwoman Jannie Chung

_____(L.S.)
Councilman Scott Devlin

_____(L.S.)
Councilwoman Alissa Latner

_____(L.S.)
Councilwoman Dolores A. Witko

_____(L.S.)
Councilman Joseph Yammarino

Stephanie Evans, Borough Clerk
Notary Public of New Jersey

Sworn to and subscribed before me this
_____ day of _____

Notary Public of New Jersey

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625-0803

BOROUGH OF CLOSTER
RESOLUTION #23-190

AUDIT FINDINGS, RECOMMENDATIONS, AND CORRECTIVE ACTION

WHEREAS, the Director of the Division of Local Government Services has formally directed all municipalities and counties to adopt a Corrective Action Plan as part of their annual audit process; and

WHEREAS, this Corrective Action Plan shall be submitted to the Director of the Division of Local Government Services within 60 days from receipt of the annual audit and it shall be kept on file with the Municipal Clerk; and

WHEREAS, this plan shall cover all audit findings and recommendations as well as the status of prior year findings and recommendations and be prepared in accordance with the Single Audit Act, Federal and State Office of Budget Management Circulars and applicable Local Finance Notices,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Closter hereby approve the below Corrective Action Plan for the 2022 Audit; and

BE IT FUTHER RESOLVED, that a certified copy of this resolution be forwarded to the Director of Local Government Services.

CORRECTIVE ACTION PLAN

***Finding 2021-1 and 2020-1**

Recommended by Auditor:

All cash receipts and cash disbursements relating to Other Trust Fund be recorded in the Borough's accounting system.

Corrective Action Plan:

The CFO and the Finance department will work together to ensure Other Trust Fund accounts are entered into the Borough's financial software system.

Implementation Date: October 2023

***Finding 2022-2 and 2021-7**

Recommendation by Auditor:

The improvement authorization ledger balances be adjusted in order to agree with audited balances.

Corrective Action Plan:

The Finance department will make the corrected changes to said ordinances.

Implementation Date: Completed - June 2023

***Finding 2022-3 and 2021-6**

Recommendation by Auditor:

Capital contracts be encumbered when awarded by the governing body.

Corrective Action Plan:

The Borough Administrator, CFO and Assistant CFO will ensure that contracts are encumbered upon the award of a contract by the governing body.

Implementation Date: September 2023

Finding 2022-4

Recommendation by Auditor

The Borough update its fixed asset records annually. In addition, consideration be given to integrate the fixed asset records with the financial accounting system

Corrective Action Plan:

The Borough Administrator and CFO will seek retain an employee to integrate the fixed assets into the financial software program which will then update the fixed assets records on a regular basis but no less than annually.

Implementation Date: December 2023

Finding 2022-5

Recommendation by Auditor:

Internal procedures be reviewed to ensure that sufficient budget appropriations are available prior to the expenditures of funds.

Corrective Action Plan:

The Assistant CFO will enable stricter parameters into the accounting system to ensure expenditures do not exceed to the budget appropriations.

Implementation Date: August 2023

Finding 2022-6

Recommendation by Auditor:

Amounts collected by municipal departments be reconciled with the Borough's financial accounting records on a monthly basis.

Corrective Action Plan:

The Assistant CFO and Finance department work with department heads so that departments will reconcile their respective revenues collected on a monthly basis with the finance department.

Implementation Date: September 2023

Finding 2022-7

All prior year audit adjustments be recorded in the Other Trust Fund general ledger.

Corrective Action Plan:

The Borough Administrator and CFO will ensure the Finance Clerk record all prior year and current year audit adjustments in the Other Trust Fund general ledger.

Implementation Date: August 2023

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted: July 12, 2023

Attest:

Approved:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held July 12, 2023.

Stephanie Evans, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #23-191

RESOLUTION TO CONFIRM ENDORSEMENT OF CLOSTER BOARD OF EDUCATION
GRANT APPLICATION TO NEW JERSEY DEPARTMENT OF ENVIRONMENTAL
PROTECTION: TREES TO SCHOOLS GRANT

WHEREAS, the New Jersey Department of Environmental Protection - Trees to Schools grant has been proposed by the Closter Board of Education for enhancing educational opportunities through the establishment of planting and caring for trees to help our students learn about ecosystems while providing a shaded tree canopy mindfulness area in the municipality of the Borough of Closter; and

WHEREAS, the Closter Board of Education is requesting a proposed site for this project be in and around the northwest section of Memorial Park, Block 804, Lot 6 on the Closter Tax Map, (Exhibit A); and

WHEREAS, New Jersey Department of Protection – Trees to Schools Grant requires the endorsement from the Borough of Closter to implement and maintain this project on Borough owned land; and

WHEREAS, the Borough of Closter finds the aforesaid project is in the best interest of the people of Closter; and

WHEREAS, this endorsing resolution does not obligate the financial resources of the Borough of Closter to implement this project and is intended solely to expedite the application of the aforesaid Closter Board of Education.

WHEREAS, this endorsing resolution does obligate the financial resources of the Borough of Closter to maintain this project after the project period.

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Closter hereby confirms endorsement of the aforesaid project, and

BE IT FURTHER RESOLVED, that the Borough Clerk shall send a copy of this resolution to the Borough Administrator and Closter Shade Tree Commission so that implementation of the aforesaid grant application may be expedited.

COUNCILPERSON	MOTION	SECOND	YES	NO	ABSENT	ABSTAIN
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted: July 12, 2023

ATTEST:

APPROVED:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held July 12, 2023.

Stephanie Evans, Borough Clerk

BOROUGH OF CLOSTER, NJ

WHEREAS, the claims listed below have been authorized and approved by the Chairman of the Committee, examined by the Finance Committee, and found correct.

THEREFORE, BE IT RESOLVED, that the Mayor and Council hereby authorize the payment of these claims, and that warrants be drawn therefore when funds are available.

Budgeted

Amount

Bergen County Tax	\$ 0.00
County Open Space Tax	\$ 0.00
Northern Valley High School	\$ 0.00
Closter Board of Education 6/15/2023	\$ 1,790,062.35
2022 Operating Expense	\$ 17,803.91
2023 Budget Appropriations – Operating Expenses	\$ 260,235.73
Payroll 6/28/2023	\$ 336,102.44
Current Treasury Account June 15, 2023 – July 12, 2023	\$2,404,204.43

Capital and Trust

Amount

Capital	\$ 83,496.00
Escrow Trust	\$ 24,290.13
Recreation	\$ 43,300.28
Animal	\$ 384.20
Housing Trust	\$ 2,500.00
Open Space Trust	\$ 261,500.00
CDBG Manual	\$ 15,500.00
Food Locker	\$ 4,750.00

Adopted: July 12, 2023

ATTEST:

APPROVED BY:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of a Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held on July 12, 2023.

Stephanie Evans, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #23-193

**RESOLUTION AWARDING CONTRACT FOR THE RUCKMAN ROAD WALL
RECONSTRUCTION PROJECT TO CIPRIANO ENTERPRISES, INC. DBA RFC
EXCAVATING & LANDSCAPE CONSTRUCTION, 74 ETHEL AVE, HAWTHORNE, NJ 07506**

WHEREAS, sealed bids were requested on July 6, 2023 through advertisement pursuant to New Jersey Local Public Contracts Law for the Ruckman Road Wall Reconstruction project; and

WHEREAS, four contractors returned the sealed bid documents on July 6, 2023 (Exhibit A); and

WHEREAS, Cipriano Enterprises, Inc., d/b/a RFC Excavating & Landscape Construction, Co., 74 Ethel Avenue, Hawthorne, NJ 07506, was the lowest responsible bidder in the base bid in the amount of \$376,612.00; and

WHEREAS, the Borough Engineer recommends that the contract be awarded to the low bidder; and,

WHEREAS, the Borough Attorney has reviewed the bid documents and found them to be in order.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Closter as follows:

1. This award is made to **RFC Excavating & Landscape Construction, Co. in the base bid amount of \$376,612.00**, with the services to be provided in accordance with the bid package and specifications prepared by the Borough Engineer's office which were used in the bidding process and are considered part of this award.
2. The Borough Attorney is hereby authorized to prepare contracts and/or other documents pursuant to the award of this contract.
3. The Mayor and Borough Clerk are hereby authorized to execute contracts and/or documents pursuant to the award of this contract.

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Francis Elenio, Chief Financial Officer of the Borough of Closter, hereby certify, pursuant to N.J.S.A. 40A:9-140.1 et seq. and NJAC 5:30.4, that the funds are available to the Borough of Closter for calendar year 2023 in account C-04-21-287-000-001.

Francis Elenio, CFO

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Dated: July 12, 2023

ATTEST:

APPROVED BY:

Stephanie Evans, Borough Clerk

John C. Glidden, Mayor

Certified to be a true copy of Resolution adopted at the Regular Meeting by the Mayor and Council of Borough of Closter on July 12, 2023.

Stephanie Evans, Borough Clerk

EXHIBIT A

Boswell Engineering Bid Tabulation RUCKMAN ROAD WALL RECONSTRUCTION PROJECT

BOROUGH OF CLOSTER
RESOLUTION #23-194

**A RESOLUTION AUTHORIZING THE SALE OF SURPLUS PROPERTY NO LONGER
NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE 2023-1**

WHEREAS, the Mayor and Council has determined that the property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Borough of Closter intends to utilize the online auction services of “Municibid – online government auctions” (“Municibid”) located at www.municibid.com; and

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services’ Local Finance Notice 2008-9 and 2008-21R; and

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey that the Borough is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website located at www.municibid.com; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded by the Borough Clerk to the:

Director, Division of Local Government Services;

BE IT FURTHER RESOLVED, by the Mayor and Council of the Borough of Closter that pursuant to N.J.S.A. 40A:11-36, the Borough Clerk shall cause to be placed in the official newspaper of the Borough a notice of public auction of the above mentioned tangible personal property to be held within 30 days of the date of approval of this resolution.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted: July 12, 2023

ATTEST:

APPROVED BY:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter at the Regular Meeting held on July 12, 2023.

Stephanie Evans, Borough Clerk

EXHIBIT A

BOROUGH OF CLOSTER
RESOLUTION #23-195

RESOLUTION IN SUPPORT OF CLOSTER BOARD OF EDUCATION
BOND REFERENDUM

WHEREAS, the Closter Board of Education (“BOE”) has proposed a bond referendum to provide funding for necessary window and roof replacements; and boiler and HVAC projects at the Hillside and Tenakill schools for a total cost of \$6,489,700; and

WHEREAS, provided the BOE finances these projects through a bond referendum it will receive \$2,206,498 in aid from the State of New Jersey thereby reducing the cost to the Closter School District from \$6,489,700 to \$4,283,202; and

WHEREAS, given the need to complete these projects, given the age and condition of the windows, roofs, boilers and HVAC systems; and the \$2,206,498 in savings to Closter taxpayers by virtue of the eligibility for State aid via the proposed bond referendum, the Mayor and Council wish to express its support for the bond referendum.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Closter that it hereby expresses its support for the BOE bond referendum for the window, roof, boiler and HVAC projects for the Tenakill and Hillside schools.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammario						

Adopted: July 12, 2023

ATTEST:

APPROVED BY:

Stephanie Evans, Borough Clerk

John C. Glidden, Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of Borough of Closter at the Regular Meeting held on July 12, 2023.

Stephanie Evans, Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #23-196

RESOLUTION AUTHORIZING CONTRACT WITH CERTAIN APPROVED STATE
COOPERATIVE PRICING SYSTEM VENDOR PURSUANT TO N.J.S.A. 40A:11-11
CLOSTER RECREATION COMMISSION

WHEREAS, Borough of Closter has the need on a timely basis to purchase goods or services utilizing such contracts; and

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System (“CPS”) and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Borough of Closter, pursuant to N.J.S.A. 40A:11-11(5) and N.J.A.C. 5:34-7.11(c), may by resolution and without advertising for bids, purchase any goods or services for any contracts under the CPS and entered into by the Lead Agency; and;

WHEREAS the Borough of Closter is a member of the New Jersey Cooperative Purchasing Alliance, a State of New Jersey approved cooperative, and;

NOW, THEREFORE, BE IT RESOLVED, that such needed equipment is available under the NJCPA COOP, #BC-BID-21-24, Bid Term 06/02/2021-06/01/2024, **Ben Shaffer Recreation, P.O. Box 844, Lake Hopatcong, NJ 07849**, an approved New Jersey Co-Op vendor for playground equipment for a cost of **\$52,199.31** (fifty-two thousand one hundred ninety-nine dollars and thirty-one cents); and

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Frank Elenio, Chief Financial Officer of the Borough of Closter, hereby certify, pursuant to NJSA 40A:9-140.1, et seq. and NJAC 5:30.4, that the funds are available to the Borough of Closter, as per the Capital Ordinance, 2023:1321, Capital Accounts: C-04-23-321-001-001.

Dated: July 12, 2023

Frank Elenio, CFO

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Devlin						
Councilwoman Latner						
Councilwoman Witko						
Councilman Yammarino						

Adopted: July 12, 2023

ATTEST:

APPROVED BY:

Stephanie Evans, Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of Resolution adopted by the Mayor and Council of the Borough of Closter AT THE Regular Meeting held on July 12, 2023.

Stephanie Evans, Borough Clerk

Exhibit A

<u>Qty.</u>	<u>Commodity/Service</u>	<u>Vendor</u>	<u>Exp. Period</u>	<u>Amount</u>
	130-166971-1 Custom 5-12 playground equipment including 2 bay swings, platforms, slides, climbers, custom age sign			
		Ben Shaffer Recreation P.O. Box 844 Lake Hopatcong, NJ 07849	06/01/2023	\$ 34,613.00
1	Installation	Ben Shaffer Recreation P.O. Box 844 Lake Hopatcong, NJ 07849	06/01/2023	\$ 17,625.00
1	Discount	Ben Shaffer Recreation P.O. Box 844 Lake Hopatcong, NJ 07849	06/01/2023	(\$ 2,422.91)
1	Freight			\$ 2,384.22
GRAND TOTAL:				\$ 52,199.31

NJ State Approved Pricing Cooperative: NJCPA COOP, #BC-BID-21-24; Co-Op #11-BECCP

Playground	
Bid Title	Playground Equipment, Site Furnishings, Outdoor Circuit Training Equipment & Related Products
Bid Number	ESCNJ 20/21-22
Bid Term	6/30/20 - 6/29/22; Extended to 6/29/23; Extended to 6/29/24
Awarded to	Ben Shaffer Recreation, Inc.
Award Information	Pricing and Documentation