



**MAYOR AND COUNCIL
BOROUGH OF CLOSTER**

REGULAR MEETING AGENDA – WEDNESDAY, July 24, 2024 - 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 2024 Mayor and Council Meetings which was published in The Record and The Star Ledger on December 29, 2023, 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. ADOPTION OF ORDINANCES

ORDINANCE #2024-1342 AN ORDINANCE APPROPRIATING A SUM NOT TO EXCEED \$260,000.00 FROM OPEN SPACE, RECREATION, FARMLAND, AND HISTORIC PRESERVATION TRUST FUND FOR PARK, FARMLAND, AND HISTORIC PRESERVATION IMPROVEMENTS

ORDINANCE #2024-1343 AN ORDINANCE AMENDING CHAPTER 170A OF THE CODE ENTITLED “STORMWATER CONTROL”

ORDINANCE #2024-1345 AN ORDINANCE OF THE BOROUGH OF CLOSTER AMENDING CHAPTER 103-2 OF THE BOROUGH CODE REGARDING APPEALS PURSUANT TO CHAPTER 103

4. 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

*24- 175 RESOLUTION TO AUTHORIZE THE APPOINTMENT OF JENNIFER MARTINEZ, AS TEMPORARY ACTING BOROUGH CLERK

*24- 176 RESOLUTION REQUESTING APPROVAL OF ITEM OF REVENUE AND APPROPRIATION UNDER N.J.S.A. 40A: 4-87 FOR“ALCOHOL EDUCATION REHABILITATION FUND”

*24- 177 RESOLUTION AUTHORIZING AND DESIGNATING AN ACTING MUNICIPAL COURT ADMINISTRATOR

*24-178 RESOLUTION AUTHORIZING AND DESIGNATING AN ACTING MUNICIPAL COURT ADMINISTRATOR

*24-179 RESOLUTION HIRING TEMPORARY DRIVER /LABORER DEPARTMENT OF PUBLIC WORKS FOR 2024

*24-180 RESOLUTION AWARDDING CONTRACT FOR THE RUCKMAN PARK PICKLEBALL IMPROVEMENTS & 2024 BOROUGH ROAD PROGRAM TO GREEN VALLEY GROUP, INC

*24-181 AUDIT FINDINGS, RECOMMENDATIONS AND CORRECTIVE ACTION

5. **APPROVING APPLICATION AS NEW MEMBER OF FIRE DEPARTMENT**

a. Nicholas D. Varni (ADULT MEMBER)

5. **HAWKERS AND PEDDLERS PERMITS**

a. TRINITY SOLAR – ELIOT NACE

6. **OPEN MEETING TO PUBLIC FOR ANY MATTER (5-minute limit)**

7. **CLOSED SESSION**

*24-183 RESOLUTION TO GO INTO CLOSED SESSION AND EXCLUDE THE PUBLIC

8. **ADJOURNMENT**

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

**BOROUGH OF CLOSTER
BERGEN COUNTY, NEW JERSEY
ORDINANCE NO.: 2024:1342**

AN ORDINANCE APPROPRIATING A SUM NOT TO EXCEED \$260,000.00 FROM OPEN SPACE, RECREATION, FARMLAND, AND HISTORIC PRESERVATION TRUST FUND FOR PARK, FARMLAND, AND HISTORIC PRESERVATION IMPROVEMENTS

BE IT ORDAINED, by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey, as follows:

SECTION 1. The Borough of Closter does hereby appropriate the sum of \$260,000.00 from the Open Space, Recreation, Farmland, and Historic Preservation Trust Fund for park, farmland, and historic preservation improvements. A list of the authorized improvements is attached to this Ordinance as Exhibit A. The authorization to pay for the items on Exhibit A shall expire after 24 months from the date of adoption of this Ordinance. Thereafter, the funds for items that are not complete shall be returned to the Open Space, Recreation, Farmland, and Historic Preservation Trust.

SECTION 2. The Capital Budget is amended to conform with the provisions of this Ordinance to the extent of any inconsistency therewith and resolutions promulgated by the Local Finance Board showing full detail of the amended budget and capital programs as approved by the Director, Division of Local Government Services on file with the Borough Clerk and is available for public inspection.

SECTION 3. The following matters are hereby determined, declared, recite and stated:

- A. The same purpose described in Section 1 is not a current expense, but is an improvement which the Borough may lawfully make;
- B. The average period of usefulness for the purposes described in Section 1 is hereby determined to be a period of more than five years;
- C. All expenses related to the purchases described in Section 1 are charged as part of the cost of the purpose to be financed.

SECTION 4. This Ordinance shall take effect upon final passage and publication in accordance with law.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Councilman Yammarino						

Introduced: 06/28/2024

Adopted: 07/24/2024

ATTEST:

APPROVED BY:

Jennifer Martinez, Deputy Borough Clerk

John C. Glidden, Mayor

Certified to be a true copy of the Ordinance adopted by the Mayor and Council of Borough of Closter at the Regular Meeting held on July 24, 2024.

Jennifer Martinez, Deputy Borough Clerk

**BOROUGH OF CLOSTER
BERGEN COUNTY, NEW JERSEY
ORDINANCE NO.:2024:1343**

**AN ORDINANCE AMENDING CHAPTER 170A OF THE CODE ENTITLED
“STORMWATER CONTROL”**

WHEREAS, the New Jersey Department of Environmental Protection has amended the Stormwater Management rules at N.J.A.C. 7:8 (“SWM Rules”) and has developed simplified ordinance provisions for adoption by municipalities to ensure that any future amendments to the SWM Rules are reflected in municipal ordinances without need for further ordinance amendments; and

WHEREAS, the Borough of Closter finds that it is in the best interest of the Borough to protect the health, safety and welfare by the enactment of the following amendments to Chapter 170A.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Borough of Closter, Bergen County, New Jersey, that Chapter 170A of the Borough’s ordinances be and are hereby amended as follows:

§170A-1. Scope and Purpose:

Policy Statement: Flood control, groundwater recharge, and pollutant reduction shall be achieved through the use of stormwater management measures, including green infrastructure Best Management Practices (GI BMPs) and nonstructural stormwater management strategies. GI BMPs should be utilized to meet the goal of maintaining natural hydrology to reduce stormwater runoff volume, reduce erosion, encourage infiltration and groundwater recharge, and reduce pollution. GI BMPs should be developed based upon physical site conditions and the origin, nature and the anticipated quantity, or amount, of potential pollutants. Multiple stormwater management BMPs may be necessary to achieve the established performance standards for green infrastructure, water quality, quantity, and groundwater recharge.

Purpose: The purpose of this ordinance is to establish minimum stormwater management requirements and controls for “major development,” as defined below in §170A-2.

Applicability

This ordinance shall be applicable to the following major developments:

Non-residential major developments and redevelopment projects; and

Aspects of residential major developments and redevelopment projects that are not pre-empted by the Residential Site Improvement Standards at N.J.A.C. 5:21 et seq.

This ordinance shall also be applicable to all major developments undertaken by the Borough of Closter.

Applicability of this ordinance to major developments shall comply with last amended N.J.A.C. 7:8-1.6, incorporated herein by reference.

Compatibility with Other Permit and Ordinance Requirements

Development approvals issued pursuant to this ordinance are to be considered an integral part of development approvals and do not relieve the applicant of the responsibility to secure required permits or approvals for activities regulated by any other applicable code, rule, act, or ordinance. In their interpretation and application, the provisions of this ordinance shall be held to be the minimum requirements for the promotion of the public health, safety, and general welfare.

This ordinance is not intended to interfere with, abrogate, or annul any other ordinances, rule or regulation, statute, or other provision of law except that, where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule or regulation, or other provision of law, the more restrictive provisions or higher standards shall control.

In the event that any provision of this ordinance is less stringent than N.J.A.C. 7:8, the provisions of N.J.A.C. 7:8 shall control.

All provisions of Chapter 170A that are not amended or replaced by the provisions of this Ordinance shall remain in full force and effect.

§170A-2. Definitions:

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meanings stated herein unless their use in the text of this ordinance clearly demonstrates a different meaning. When not inconsistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. All capitalized terms used in this ordinance shall be the same as defined in the last amended Stormwater Management Rules at N.J.A.C. 7:8-1.2, incorporated herein by reference.

§170A-3. Design and Performance Standards for Stormwater Management

Measures:

This section establishes design and performance standards for stormwater management measures for major developments intended to minimize the adverse impact of stormwater runoff on water quality and water quantity and loss of groundwater recharge in receiving water bodies. Design and performance standards for stormwater management measures shall comply with last amended N.J.A.C. 7:8-5, incorporated herein by reference.

§170A-4. Solids and Floatable Materials Control Standards:

Site design features identified under §170A-3 above, or alternative designs in accordance with §170A-3 above, to prevent discharge of trash and debris from drainage systems shall comply with the following standard to control passage of solid and floatable materials through storm drain inlets. For purposes of this paragraph, "solid and floatable materials" means sediment, debris, trash, and other floating, suspended, or settleable solids. For exemptions to this standard see §170A-4A(2) below.

Design engineers shall use one of the following grates whenever they use a grate in pavement or another ground surface to collect stormwater from that surface into a storm drain or surface water body under that grate:

The New Jersey Department of Transportation (NJDOT) bicycle safe grate, which is described in Chapter 2.4 of the NJDOT Bicycle Compatible Roadways and Bikeways Planning and Design Guidelines; or

A different grate, if each individual clear space in that grate has an area of no more than seven (7.0) square inches, or is no greater than 0.5 inches across the smallest dimension. Note that the Residential Site Improvement Standards at N.J.A.C. 5:21 include requirements for bicycle safe grates.

[1] Examples of grates subject to this standard include grates in grate inlets, the grate portion (non-curb-opening portion) of combination inlets, grates on storm sewer manholes, ditch grates, trench grates, and grates of spacer bars in slotted drains. Examples of ground surfaces include surfaces of roads (including bridges), driveways, parking areas, bikeways, plazas, sidewalks, lawns, fields, open channels, and stormwater system floors used to collect stormwater from the surface into a storm drain or surface water body.

For curb-opening inlets, including curb-opening inlets in combination inlets, the clear space in that curb opening, or each individual clear space if the curb opening has two or more clear spaces, shall have an area of no more than seven (7.0) square inches, or be no greater than two (2.0) inches across the smallest dimension.

The standard in §170A-4A(1) above does not apply:

Where each individual clear space in the curb opening in existing curb-opening inlet does not have an area of more than nine (9.0) square inches;

Where the municipality agrees that the standards would cause inadequate hydraulic performance that could not practicably be overcome by using additional or larger storm drain inlets;

Where flows from the water quality design storm as specified in the last amended Stormwater Management rules at N.J.A.C. 7:8 et seq. are conveyed through any device (e.g., end of pipe netting facility, manufactured treatment device, or a catch basin hood) that is designed, at a minimum, to prevent delivery of all solid and floatable materials that could not pass through one of the following:

[1] A rectangular space four and five-eighths (4.625) inches long and one and one-half (1.5) inches wide (this option does not apply for outfall netting facilities); or

[2] A bar screen having a bar spacing of 0.5 inches.

Note that these exemptions do not authorize any infringement of requirements in the Residential Site Improvement Standards for bicycle safe grates in new residential development (N.J.A.C. 5:21-4.18(b)2 and 7.4(b)1).

Where flows are conveyed through a trash rack that has parallel bars with one-inch (1 inch) spacing between the bars, to the elevation of the Water Quality Design Storm as specified in N.J.A.C. 7:8; or

Where the New Jersey Department of Environmental Protection determines, pursuant to the New Jersey Register of Historic Places Rules at N.J.A.C. 7:4-7.2(c), that action to meet this standard

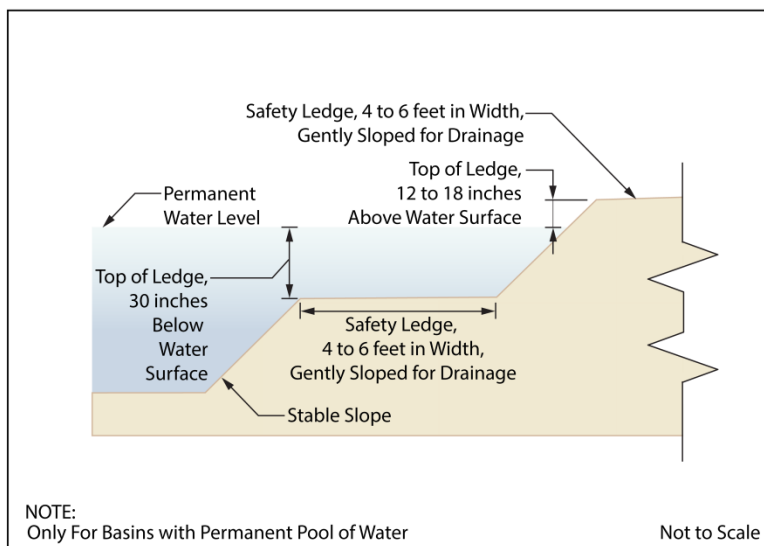
is an undertaking that constitutes an encroachment or will damage or destroy the New Jersey Register listed historic property.

§170A-5. Safety Standards for Stormwater Management Basins:

A. This section sets forth requirements to protect public safety through the proper design and operation of stormwater management basins. This section applies to any new stormwater management basin. Safety standards for stormwater management measures shall comply with last amended N.J.A.C. 7:8-6, incorporated herein by reference.

Safety Ledge Illustration

Elevation View –Basin Safety Ledge Configuration



§170A-6. Requirements for a Site Development Stormwater Plan:

Submission of Site Development Stormwater Plan

Whenever an applicant seeks municipal approval of a development subject to this ordinance, the applicant shall submit all of the required components of the Checklist for the Site Development Stormwater Plan at §170A-6C below as part of the submission of the application for approval.

The applicant shall demonstrate that the project meets the standards set forth in this ordinance.

The applicant shall submit five (5) copies of the materials listed in the checklist for site development stormwater plans in accordance with §170A-6C of this ordinance.

Site Development Stormwater Plan Approval

The applicant's Site Development project shall be reviewed as a part of the review process by the municipal board or official from which municipal approval is sought. That municipal board or

official shall consult the municipality's review engineer to determine if all of the checklist requirements have been satisfied and to determine if the project meets the standards set forth in this ordinance.

Submission of Site Development Stormwater Plan

The following information shall be required:

Topographic Base Map

The reviewing engineer may require upstream tributary drainage system information as necessary. It is recommended that the topographic base map of the site be submitted which extends a minimum of 200 feet beyond the limits of the proposed development, at a scale of 1"=200' or greater, showing 2-foot contour intervals. The map as appropriate may indicate the following: existing surface water drainage, shorelines, steep slopes, soils, erodible soils, perennial or intermittent streams that drain into or upstream of the Category One waters, wetlands and flood plains along with their appropriate buffer strips, marshlands and other wetlands, pervious or vegetative surfaces, existing man-made structures, roads, bearing and distances of property lines, and significant natural and manmade features not otherwise shown.

Environmental Site Analysis

A written and graphic description of the natural and man-made features of the site and its surroundings should be submitted. This description should include a discussion of soil conditions, slopes, wetlands, waterways and vegetation on the site. Particular attention should be given to unique, unusual, or environmentally sensitive features and to those that provide particular opportunities or constraints for development.

Project Description and Site Plans

A map (or maps) at the scale of the topographical base map indicating the location of existing and proposed buildings roads, parking areas, utilities, structural facilities for stormwater management and sediment control, and other permanent structures. The map(s) shall also clearly show areas where alterations will occur in the natural terrain and cover, including lawns and other landscaping, and seasonal high groundwater elevations. A written description of the site plan and justification for proposed changes in natural conditions shall also be provided.

Land Use Planning and Source Control Plan

This plan shall provide a demonstration of how the goals and standards of §170A-3 is being met. The focus of this plan shall be to describe how the site is being developed to meet the objective of controlling groundwater recharge, stormwater quality and stormwater quantity problems at the source by land management and source controls whenever possible.

Stormwater Management Facilities Map

The following information, illustrated on a map of the same scale as the topographic base map, shall be included:

Total area to be disturbed, paved or built upon, proposed surface contours, land area to be occupied by the stormwater management facilities and the type of vegetation thereon, and details of the proposed plan to control and dispose of stormwater.

Details of all stormwater management facility designs, during and after construction, including discharge provisions, discharge capacity for each outlet at different levels of detention and emergency spillway provisions with maximum discharge capacity of each spillway.

Calculations

Comprehensive hydrologic and hydraulic design calculations for the pre-development and post-development conditions for the design storms specified in §170A-3 of this ordinance.

When the proposed stormwater management control measures depend on the hydrologic properties of soils or require certain separation from the seasonal high water table, then a soils report shall be submitted. The soils report shall be based on onsite boring logs or soil pit profiles. The number and location of required soil borings or soil pits shall be determined based on what is needed to determine the suitability and distribution of soils present at the location of the control measure.

Maintenance and Repair Plan

The design and planning of the stormwater management facility shall meet the maintenance requirements of §170A-7.

Waiver from Submission Requirements

The municipal official or board reviewing an application under this ordinance may, in consultation with the municipality's review engineer, waive submission of any of the requirements in §170A-6C(1) through §170A-6C(6) of this ordinance when it can be demonstrated that the information requested is impossible to obtain or it would create a hardship on the applicant to obtain and its absence will not materially affect the review process.

§170A-7. Maintenance and Repair:

Applicability

Projects subject to review as in §170A-1C of this ordinance shall comply with the requirements of §170A-7B and 7C.

General Maintenance

Maintenance for stormwater management measures shall comply with last amended N.J.A.C. 7:8-5.8, incorporated herein by reference.

The following requirements of N.J.A.C. 7:8-5.8 do not apply to stormwater management facilities that are dedicated to and accepted by the municipality or another governmental agency, subject to all applicable municipal stormwater general permit conditions, as issued by the Department:

If the maintenance plan identifies a person other than the property owner (for example, a developer, a public agency or homeowners' association) as having the responsibility for maintenance, the plan shall include documentation of such person's or entity's agreement to assume this responsibility, or of the owner's obligation to dedicate a stormwater management facility to such person under an applicable ordinance or regulation; and

Responsibility for maintenance shall not be assigned or transferred to the owner or tenant of an individual property in a residential development or project, unless such owner or tenant owns or leases the entire residential development or project. The individual property owner may be assigned incidental tasks, such as weeding of a green infrastructure BMP, provided the individual agrees to assume these tasks; however, the individual cannot be legally responsible for all of the maintenance required.

In the event that the stormwater management facility becomes a danger to public safety or public health, or if it is in need of maintenance or repair, the municipality shall so notify the responsible person in writing. Upon receipt of that notice, the responsible person shall have fourteen (14) days to effect maintenance and repair of the facility in a manner that is approved by the municipal engineer or his designee. The municipality, in its discretion, may extend the time allowed for effecting maintenance and repair for good cause. If the responsible person fails or refuses to perform such maintenance and repair, the municipality or County may immediately proceed to do so and shall bill the cost thereof to the responsible person. Nonpayment of such bill may result in a lien on the property.

Nothing in this subsection shall preclude the municipality in which the major development is located from requiring the posting of a performance or maintenance guarantee in accordance with N.J.S.A. 40:55D-53.

§170A-8. Penalties.

Any person who erects, constructs, alters, repairs, converts, maintains, or uses any building, structure or land in violation of this section shall be subject to the following penalties: a fine not to exceed \$500 per day for the first offense and a fine not to exceed \$1,000 per day with the possibility of imprisonment for the second and subsequent offenses.

§170A-9. Enforcement.

This section shall be enforced by the Police Department, Board of Health, and/or the Property Maintenance Official of the Borough of Closter.

§170A-10. Severability:

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

§170A-11. Effective Date:

This Ordinance shall be in full force and effect from and after its adoption and any publication as required by law.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Councilwoman Yammarino						

Introduced: 07-10-2024

Adopted: 07-24-2024

ATTEST:

APPROVED BY:

Jennifer Martinez, Deputy Borough Clerk

John C. Glidden, Mayor

Certified to be a true copy of Ordinance adopted by the Mayor and Council of Borough of Closter at the Regular Meeting held on July 24th 2024.

Jennifer Martinez, Deputy Borough Clerk

**BOROUGH OF CLOSTER
BERGEN COUNTY, NEW JERSEY
ORDINANCE NO.: 2024:1345**

**AN ORDINANCE OF THE BOROUGH OF CLOSTER AMENDING
CHAPTER 103-2 OF THE BOROUGH CODE REGARDING
APPEALS PURSUANT TO CHAPTER 103**

WHEREAS, Chapter 103 of the Borough Code (“Code”) of the Borough of Closter (the “Borough”) provides for appeals regarding decisions of the Zoning Official or Code Enforcement Official with respect to that Chapter to be made to the Planning Board of the Borough; and

WHEREAS, the Planning Board has recommended to the Governing Body that the said Ordinance be amended to require such appeals to be made to the Zoning Board of Adjustment (“ZBA”); and

WHEREAS, amending Chapter 103-2 to provide that appeals under Chapter 103 be made to the ZBA ensures that such appeals will be considered and determined by the appropriate Borough land use board with expertise in zoning and will streamline the process by eliminating the need for an applicant to appear before both the Planning Board and the ZBA; and

WHEREAS, the Borough has determined it is in the best interest of the Borough to amend Chapter 103-2 of the Borough Code to require that appeals of decisions of the Zoning Official and the Code Enforcement Official with respect to Chapter 103 be made to the Borough Zoning Board of Adjustment.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the Borough of Closter, Bergen County, New Jersey, that Chapter 103-2 is hereby amended as follows:

103-2 Appeals.

Any interested party may appeal a decision of the Zoning Official or the Code Enforcement Official with regard to this chapter by filing an appeal with the Borough of Closter ~~Planning Board~~ Zoning Board of Adjustment within 20 days of the decision of the Official, specifying the grounds of such appeal. Such appeal shall be considered by the Board of Adjustment in accordance with the standards and time limitations as contained in the New Jersey Municipal Land Use Act.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Councilman Yammarino						

Introduced: July 10, 2024

Adopted: July 24, 2024

ATTEST:

APPROVED BY:

Jennifer Martinez, Deputy Borough Clerk

John C. Glidden, Mayor

Certified to be a true copy of Ordinance adopted by the Mayor and Council of Borough of Closter at the Regular Meeting held on July 24, 2024.

Jennifer Martinez, Deputy Borough Clerk

**BOROUGH OF CLOSTER
RESOLUTION #24- 175**

**RESOLUTION TO AUTHORIZE THE APPOINTMENT OF JENNIFER MARTINEZ, AS
TEMPORARY ACTING BOROUGH CLERK**

WHEREAS, due to the temporary absence of a Borough Clerk, there exists an immediate need for a temporary Acting Borough Clerk for the Borough of Closter; and

WHEREAS, the Borough employs a Deputy Borough Clerk Jennifer Martinez, and
WHEREAS, the HR Committee of the Borough Council and Borough Administrator recommended the appointment of Jennifer Martinez, to serve as Acting Borough Clerk temporarily until a Borough Clerk is appointed, effective immediately; and

WHEREAS, Jennifer Martinez will be given a stipend of \$5000.00 while acting in this capacity, and

NOW, THEREFORE, BE IT RESOLVED that the Governing Body of the Borough of Closter hereby memorializes its vote at the July 24, 2024, Public Meeting to hire Jennifer Martinez, for the temporary position of Acting Borough Clerk for the Borough of Closter for a stipend of \$5000.00 effective immediately and continuing until further action by the governing body; and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be forwarded by the Acting Borough Clerk to the Borough Administrator and Finance Department

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Cho						
Councilwoman Latner						
Councilwoman Maroules						
Councilman Yammarino						

Adopted: July 24, 2024

ATTEST:

APPROVED:

Jennifer Martinez, Acting Borough Clerk

John C. Glidden, Jr., Mayor

Certified to be a true copy of the Resolution adopted by the Mayor and Council of the Borough of Closter on July 24, 2024.

Jennifer Martinez, Acting Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION# 24- 176

RESOLUTION REQUESTING APPROVAL OF ITEM OF REVENUE AND
APPROPRIATION UNDER N.J.S.A. 40A: 4-87 FOR
“ALCOHOL EDUCATION REHABILITATION 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 2024 in the sum of 858.09 which item is now available as revenue from the ALCOHOL ED REHAB FUND DWI

BE IT FURTHER RESOLVED that the total sum thereof of \$858.09 is and the same is hereby appropriated under the caption of:

ALCOHOL ED REHAB ENFOR FUND DWI

BE IT FURTHER RESOLVED, that the Assistant Chief Financial Officer will submit this certified resolution along with the form to the Division of Local Government Services through the NJ F.A.S.T.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Cho						
Councilwoman Latner						
Councilwoman Maroules						
Councilman Yammarino						

Adopted: July 24, 2024

ATTEST:

APPROVED:

 Jennifer Martinez, Acting 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 24, 2024.

 Jennifer Martinez, Acting Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #24-177

RESOLUTION AUTHORIZING AND DESIGNATING AN
ACTING MUNICIPAL COURT ADMINISTRATOR

WHEARAS, pursuant to N.J.S.A 2B12-10, the Borough of Northvale is required to provide for a Municipal Court Administrator: and

WHEARAS, Clare M. Cabibbo, CMCA, was permanently appointed as Municipal Court Administrator of the Northvale Municipal Court since January 1,2020; and

WHEREAS, in the event Clare M Cabibbo is unable to fulfill her Municipal Court Administrator duties, Antoinette Ceccon, CMCA, would be available to undertake the duties of the absent Municipal Court Administrator.

NOW, THEREFORE, BE IT RESOLVED, BY THE Mayor and Council of the Borough of Closter, that Antoinette Ceccon, CMCA will on a provisional basis be able to undertake the duties of Clare M. Cabibbo, CMCA of the Northvale Municipal Court, during scheduled and/or unscheduled leave at a rate of \$35.00 per hour.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Councilwoman Yammarino						

Adopted: June 24, 2024

ATTEST:

APPROVED BY:

Jennifer Martinez, Acting 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 June 24, 2024.

Jennifer Martinez, Acting Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION#24-178
RESOLUTION AUTHORIZING AND DESIGNATING AN ACTING MUNICIPAL
COURT ADMINISTRATOR

WHEARAS, pursuant to N.J.S.A 2B12-10, the Borough of Rockleigh is required to provide for a Municipal Court Administrator: and

WHEARAS, Clare M. Cabibbo, CMCA, was permanently appointed as Municipal Court Administrator of the Rockleigh Municipal Court since January 1,2020; and

WHEREAS, in the event Clare M Cabibbo is unable to fulfill her Municipal Court Administrator duties, Antoinette Cecon, CMCA, would be available to undertake the duties of the absent Municipal Court Administrator.

NOW, THEREFORE, BE IT RESOLVED, BY THE Mayor and Council of the Borough of Closter, that Antoinette Cecon, CMCA will on a provisional basis be able to undertake the duties of Clare M. Cabibbo, CMCA of the Rockleigh Municipal Court, during scheduled and/or unscheduled leave at a rate of \$35.00 per hour.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Cho						
Councilwoman Latner						
Councilwoman Maroules						
Councilman Yammarino						

Adopted: July 24, 2024

ATTEST:

APPROVED:

Jennifer Martinez, Acting 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 24, 2024.

Jennifer Martinez, Acting Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #24-180

RESOLUTION AWARDING CONTRACT FOR THE RUCKMAN PARK PICKLEBALL IMPROVEMENTS & 2024 BOROUGH ROAD PROGRAM TO GREEN VALLEY GROUP, INC

WHEREAS, sealed bids were requested on May 28, 2024, through advertisement pursuant to New Jersey Local Public Contracts Law for the Ruckman Park Pickleball Improvements & 2024 Borough Road Program; and

WHEREAS, one contractor returned the sealed bid documents on June 21, 2024; and

WHEREAS, **Green Valley Group of Nanuet, NY** was the lowest responsible bidder in the base bid in the amount of \$487,237.00; 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 Green Valley Group. in the base bid amount of \$487,237.00, 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 2024 in Open Space, Recreation, Farmland, and Historic Preservation Trust Fund through ordinances 2022:1301, 2023:1326 and 2024:1342 for park improvements. Bond Ordinance 2024:1330 for road improvements.

Francis Elenio, CFO

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Councilman Yammarino						

Dated: July 24, 2024

ATTEST:

APPROVED BY:

Jennifer Martinez, Acting Borough Clerk

John C. Glidden, Mayor

Certified to be a true copy of the Resolution adopted at the Regular Meeting by the Mayor and Council of Borough of Closter on July 24, 2024.

Jennifer Martinez, Acting Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION#181
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 2023 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 2023-1 and 2022-1**

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: November 2024

Finding 2023-2

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 to 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 2024

Finding 2023-3

Recommendation by Auditor:

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

Corrective Action Plan:

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

Implementation Date: August 2024

Finding 2023-4

Recommendation by Auditor

It is recommended that documentation supporting the costs included in state contracts be retained by the Borough and made available for audit.

Corrective Action Plan:

The Purchasing Agent will maintain a file with the supporting documentation of costs included in state contracts.

Implementation Date: August 2024

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilwoman Chung						
Councilman Cho						
Councilwoman Latner						
Councilwoman Maroules						
Councilman Yammarino						

Adopted: July 24, 2024

Attest:

Jennifer Martinez, Acting Borough Clerk

Approved:

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 24, 2024.

Jennifer Martinez, Acting Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION No. 24-182

RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES

BE IT RESOLVED by the Mayor and Council of the Borough of Closter, in the County of Bergen and State of New Jersey, that the following banks be and the same are hereby designated as **OFFICIAL DEPOSITORIES** for funds of the Borough of Closter for the calendar year **2024**:

INVESTORS BANK
Iselin/Englewood, New Jersey

FIRST COMMERCE
Lakewood/Closter, New Jersey

VALLEY NATIONAL BANK
Wayne/Northvale/Norwood

BE IT FURTHER RESOLVED that the **Treasurer** and **Deputy Treasurer/Tax Collector** are hereby authorized to wire funds if and when necessary.

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Councilman Yammarino						

Adopted: July 24, 2024

ATTEST:

APPROVED:

Jennifer Martinez, Acting 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 Reorganization Meeting held July 24, 2024.

Jennifer Martinez, Acting Borough Clerk

BOROUGH OF CLOSTER
RESOLUTION #24-183

RESOLUTION TO GO INTO CLOSED SESSION AND EXCLUDE THE PUBLIC

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances will or presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Closter, County of Bergen, State of New Jersey, as follow:

1. That the public shall be excluded from the July 24, 2024 Closed Session and discussion of the hereinafter specified subject matter:

Closed Session Docket#	Item Title of Description	Statutory Reference
24-07/24-1	Litigation - Wiggers	N.J.S.A. 10:4-12 (b) (7)
24-07/24-2	Contract Negotiations Waters & Bugsbee	N.J.S.A. 10:4-12 (b) (7)
24-07/24-	Personnel – Clerks Office	N.J.S.A. 10:4-12 (b) (7)

2. Formal action may/may not be taken.
3. Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public

Councilperson	Motion	Second	Yes	No	Absent	Abstain
Councilwoman Amitai						
Councilman Cho						
Councilwoman Chung						
Councilwoman Latner						
Councilwoman Maroules						
Councilman Yammarino						

Adopted: July 24, 2024

ATTEST:

APPROVED BY:

Jennifer Martinez, Acting 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 24, 2024.

Jennifer Martinez – Acting Borough Clerk