

AGENDA – REORGANIZATION MEETING – JANUARY 1, 2016

Borough Clerk O'Donnell calls the meeting to order at

The Pledge of Allegiance to the Flag

ROLL CALL:

Present:

Absent:

Also Present:

COMPLIANCE STATEMENT

Borough Clerk O'Donnell reads the Compliance Statement as required by the Open Public Meetings Act, P.L. 1975, Chapter 231.

INVOCATION

Borough Clerk O'Donnell calls on the Pastor Joshua Rasdall of Montvale's Evangelical Free Church for the Invocation.

MAYOR TERENCE P. MAGUIRE SWORN IN

Borough Clerk O'Donnell advises receipt from the County Board of Elections of a certificate of election for **Mayor Terence P. Maguire**, said term expiring 12/31/2019.

Bergen County Executive James Tedesco administers the oath of office and Mayor Maguire takes his seat on the dais.

COUNCILMAN MATT CAPILLI SWORN IN

Borough Clerk O'Donnell advises receipt from the County Board of Elections of a certificate of election for **Councilman Matt Capilli**, said term expiring 12/31/2018.

Bergen County Executive James Tedesco administers the oath of office and Councilman Capilli takes his seat on the dais.

COUNCILMAN ROBERT OPPELT SWORN IN

Borough Clerk O'Donnell advises receipt from the County Board of Elections of a certificate of election for **Councilman Robert Oppelt**, said term expiring 12/31/2018.

Bergen County Executive James Tedesco administers the oath of office and Councilman Oppelt takes his seat on the dais.

ROLL CALL

The Clerk calls the roll as follows:

Mayor Maguire, Councilmember Bertini, Councilmember Capilli, Councilmember Bosi, Councilmember Oppelt, Councilmember Misciagna, Councilmember Cangialosi

COUNCIL PRESIDENT

Mayor Maguire asks for nominations for **President of the Council** for the year 2016.

Councilmember _____ nominates Councilmember _____.

Seconded by Councilmember _____ to confirm.

Mayor Maguire asks if there are any further nominations.

A motion is made by _____ and seconded by _____ that nominations be closed.

ROLL CALL:

Mayor Maguire declares Councilmember _____, Council President for the year 2016.

PRESENTATION TO OUTGOING COUNCILMEMBERS

Mayor Maguire asks Steve Hopper to join him at the podium for a special presentation by the Governing Body.

VOLUNTEER FIRE DEPARTMENT OFFICERS SWORN IN

Mayor Maguire administers the oath of office to the Fire Department CHIEF for the year 2016.

William I. Diedtrich, Jr.

Mayor Maguire administers the oaths of office jointly to the following Officers of the Fire Department for the year 2016.

DEPUTY CHIEF	Thomas Derienzo, Jr.
CAPTAIN	Thomas Lepore
CAPTAIN	Travis Cangialosi
LIEUTENANT	Mark Durst
LIEUTENANT	Matthew Levinson

POLICE RESERVE OFFICERS SWORN IN

Mayor Maguire administers the oaths of office jointly to the Officers of the Police Reserves for the year 2016.

CHIEF	Paul Witte
CAPTAIN	Christopher Brown
LIEUTENANT	Horace Parker
SERGEANT	Vincent Lemba
SERGEANT	Matthew Bruno

FIRE PREVENTION OFFICERS SWORN IN

Mayor Maguire administers the oaths of office jointly to the Officers of the Fire Prevention Bureau for a three-year term, said term expiring December 31, 201.

FIRE OFFICIAL	John Hansen
FIRE INSPECTOR	Robert Ludwig
FIRE INSPECTOR	Thomas Lepore
FIRE INSPECTOR	John Sigillito
FIRE INSPECTOR	William Diedtrich

ZONING OFFICER

Mayor Maguire asks for a motion to appoint Robert Ludwig for the year 2016.

A motion is made by _____ and seconded by _____ to confirm.

ROLL CALL:

BOROUGH HISTORIAN

Mayor Maguire asks for a motion to appoint Ned Barber as Borough Historian for the year 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:**CUSTODIAN OF PETTY CASH**

Mayor Maguire asks for a motion to appoint **Joseph Kolodziej** as **Custodian of Petty Cash** for the year 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:**TAX SEARCH OFFICER**

Mayor Maguire asks for a motion to appoint **Jessica Mazzarella** as **Tax Search Officer** for the year 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:**ASSESSMENT SEARCH OFFICER**

Mayor Maguire asks for a motion to appoint **Kelley O'Donnell** as **Assessment Search Officer** for the year 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:**POLICE SURGEON**

Mayor Maguire asks for a motion to appoint **Dr. John LoCurto** as **Police Surgeon** for the year 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:**FIRE SURGEON**

Mayor Maguire asks for a motion to appoint **Dr. Lester Levine** as **Fire Surgeon** for the year 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:**POLICE MATRONS**

Mayor Maguire asks for a motion to appoint the following **Police Matrons** for the year 2016.

Fran Smith **Lucille Bosco**

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:**SCHOOL TRAFFIC GUARDS**

Mayor Maguire asks for a motion to appoint the following **School Traffic Guards** for the year 2016.

Michael Jewel	James Donovan
Joseph Felice	Renata Guglia
Joseph Harris	Thomas Hoskins
Linda Strabone	Charles Sappah
Lance Villa	

Relief Guards:
Gerald Alexander **Don Eckbak**
BJ Quackenbush

A motion is made by _____ and seconded by _____ to confirm.

ROLL CALL:

OFFICIAL NEWSPAPERS

Mayor Maguire asks for a motion to designate the following to be **Official Newspapers** for the Borough of Park Ridge for the year 2016.

The Record	The Ridgewood News
Community Life	Pascack Press

A motion is made by _____ and seconded by _____ to confirm.

ROLL CALL:

LEGAL DEPOSITORIES

Mayor Maguire asks for a motion to designate the following to be **Legal Depositories** for the Borough of Park Ridge for the year 2016.

Bank of America	Oritani Bank
Citibank	PNC Bank
Lakeland Bank	TD Bank
Valley National Bank	Wells Fargo Bank
Sovereign Bank	Chase Bank
Mariner's Bank	New Jersey Cash Management

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

PLANNING BOARD

(Mayor's appointments, no council confirmation needed)

Mayor Maguire reappoints **Peter Von Bradsky, Class IV** member of the **Planning Board**, for a full four - year term, said term expiring December 31, 2019.

Mayor Maguire appoints **Robert Metzdorf, Class IV** member of the **Planning Board**, for a full four - year term, said term expiring December 31, 2019.

Mayor Maguire appoints **Robert Ludwig, Municipal Official, Class II** member of the **Planning Board** to a one year term expiring December 31, 2016.

Mayor Maguire advises that there is a **Class III** member of the **Planning Board** (a member of the Governing Body) to be chosen by the Governing Body.

Councilmember _____ nominates Councilmember _____

Mayor Maguire asks if there are any further nominations.

A motion is made by _____ and seconded by _____ to close the nominations.

ROLL CALL:

Mayor Maguire declares **Councilmember** _____, **Class III** member of the **Planning Board** for the year 2016.

In accordance with the terms of the Planning Board Ordinance, **Mayor Maguire** notes that he automatically becomes and remains a **member (Class I)** of the **Planning Board** for the year 2016.

ZONING BOARD OF ADJUSTMENT

Mayor Maguire asks for a motion to reappoint **William Walker**, a member of the **Zoning Board of Adjustment** for a full four-year term, said term to expire December 31, 2019.

A motion is made by _____ and seconded by _____ to confirm.

ROLL CALL:

Mayor Maguire asks for a motion to appoint **John Sigillito**, a member of the **Zoning Board of Adjustment** for a full four-year term, said term to expire December 31, 2019.

A motion is made by _____ and seconded by _____ to confirm.

ROLL CALL:

Mayor Maguire asks for a motion to appoint **Tom Lepore**, an alternate member of the **Zoning Board of Adjustment** to fill the unexpired two - year term, said term to expire December 31, 2016.

A motion is made by _____ and seconded by _____ to confirm.

ROLL CALL:

Mayor Maguire asks for a motion to appoint **Eric Wagner**, an alternate member of the **Zoning Board of Adjustment** for a full two - year term, said term to expire December 31, 2017.

A motion is made by _____ and seconded by _____ to confirm.

ROLL CALL:

LIBRARY BOARD OF TRUSTEES

Mayor Maguire asks for a motion to reappoint **Terry Michalowicz**, a member of the **Library Board of Trustees** for a full five year term, said term to expire December 31, 2020.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

Mayor Maguire asks for a motion to appoint **Dr. Robert Gamper, School Superintendent**, or his designee, as member of the **Library Board of Trustees** for the year 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

Mayor Maguire asks for a motion to appoint **Richard Bosi** as the **Mayor's Alternate** to the **Library Board of Trustees** for the year 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

BOARD OF HEALTH

Mayor Maguire asks for a motion to reappoint **Catherine Roy**, a member of the **Board of Health** for a full three-year term, said term to expire December 31, 2018.

A motion is made by _____ and seconded by _____ to confirm.

ROLL CALL:

Mayor Maguire asks for a motion to reappoint **Donna Szot**, a member of the **Board of Health** for a full three-year term, said term to expire December 31, 2018.

A motion is made by _____ and seconded by _____ to confirm.

ROLL CALL:

LOCAL ASSISTANCE BOARD

Mayor Maguire asks for a motion to reappoint **Ann Kilmartin**, a member of the **Local Assistance Board** for a full two year term, said term to expire December 31, 2017.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

MUNICIPAL SWIM POOL COMMISSION

Mayor Maguire asks for a motion to reappoint **Kenneth Christiansen**, a member of the **Municipal Swim Pool Commission** for a full three- year term, said term to expire December 31, 2018.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

Mayor Maguire asks for a motion to reappoint **Frank Kozar** to the **Municipal Swim Pool Commission** for a full three-year term, said term to expire December 31, 2018.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

COMMISSIONERS TO BERGEN COUNTY JOINT MUNICIPAL INSURANCE FUND

Mayor Maguire asks for a motion to appoint **Chief Financial Officer Joe Kolodziej** and **Borough Clerk / Administrator Kelley O'Donnell** as **Commissioners to Bergen County Joint Municipal Insurance Fund** for the year 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

***ALL OF THE FOLLOWING COMMITTEE APPOINTMENTS ARE FOR ONE YEAR,
THEY ARE THE MAYOR'S APPOINTMENTS WITH COUNCIL CONFIRMATION***

Mayor Maguire asks for a motion to appoint the following **Volunteer Committee Members** for the year 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

CABLE ACCESS COMMITTEE (PKRG)

Ned Barber	Merri Freedman
Bob Howell	Bill Lagno
Tammy Levinson	Jamie Lewis
Rob Rizzuto	James Schneider
Sue Tudesco	Joan Valas
Victor Vazques	Catherine Vecchio
Ron Vrandenburg	Venkat Sharmugam

EMERGENCY MANAGEMENT COUNCIL

Lt. Peter J. Mauro – Coordinator (term expires 12/31/16)
 Terence Maguire, Mayor, Public Information
 James R. Babcock, Sr., Deputy EMC
 Robert Wetzelberger, Deputy EMC
 Chief Joseph Madden, Public Safety & Evacuation
 Chief William I. Diedrich, Jr., Fire
 Robert Bressler, EMS
 William Beattie, Public Works & Damage Assessment
 Katherine Bowen, Social Services
 Mark Eisen, Public Health & Shelters
 Kelley O'Donnell, Resource Management
 Dr. Ned Barber, Public Information
 Anthony DiBlasi, Alert & Warning
 Tom Derienzo, Hazmat
 Robert Oppelt, Councilman
 Joe Kolodziej, Finance
 James Babcock, Jr., PRPD
 Robert Ludwig, PRFD
 Sue Kiley, EMS
 Greg Stalb, PRPD
 Paul Witte, PRPR
 Nick Saluzzi, Housing Inspector
 Dr. Robert Gamper, Park Ridge Schools
 Laraine Meehan, OLM
 Ben Martin
 Justin Mattes
 John Sigillito
 Marriott Representative
 Ted Poweski, NUS
 Mill Pond/Plaza Regency Representative
 David Voza, Chamber of Commerce

CERT members

Ned Barber
 Toni Barber
 June Bertini

George Bottinor
 Joyce Bruno
 Kim Durba
 Marcia Eisen
 Dave Golenischew
 Robert Holstrom
 Denis Kurta
 Maria Malloy
 Ben Martin
 Sam Roemer
 Nancy Russell
 Joan Valas
 Martha Valas
 Steve Valas
 Laura Viscovic

D.A.R.E. COMMITTEE

PO Scott Malloy	Maria Malloy
Lt. Peter Mauro	PO Dan Hoffman
Liz Falkenstern	Jean Joyce
Tammy Levinson	Maria Nunberg
Cheryl Shaw	

MUNICIPAL ALLIANCE

Judi Youngman	Jorge Becerra
Joyce Bruno	Barbara Dell'Armo
Andy Yaeger	Paul Higgins
Melanie Nagel	Tammy Levinson
Troy Lederman, Principal PRHS	
Christine McCaffery, Principal West Ridge	
Sheldon Silver, Principal East Brook	
Laraine Meehan, Principal OLM	
Phil Langer, Park Ridge Elks	
Dave Laughton, Park Ridge Elks	

HISTORICAL ADVISORY COMMITTEE

Ned Barber, <i>Borough Historian</i>	Joe Bruno
Anthony Fiorenza	Barbara Martine
Marilyn Miller	Penny Peed
Betty Jean Quackenbush	Carol Reen
John Thomsen, Sr.	Joan Valas

RECREATION & CULTURAL COMMITTEE

Eugene McVerry	Jason Roth	Michael Raia
Rob Nicolich	Paul Wharton	Laurie Wharton
Greg Perez	Paul Scarduffa	Tom Hoskins
Lyn Beer	Bob La Rubbio	Bob Fornatale
Ray Mital	Rob Cerabona	Cheryl Shaw
Andy Deutch	Tom Mitchell	Kevin J. Deen
Elaine O'Brien	Lauren Capilli	Andrea Boyle
Chris Moran	Monika Bednarz	Joe Mahoney
Jill (Shifris) Santoro	Corinne Murphy	Rob Metzdorf
Shoshana Davis		

SHADE TREE COMMITTEE/GARDEN CLUB

Jim Hespe	Peter Jacobson	Bill Koenig
Gwen Pardi	Donald Schwamb	Joann Schwamb
Gil Santos		
Garden Club members		
Gwen Pardi	Gabriel Smith	Bill Koenig
Peter Jacobsen		

OPEN SPACE COMMITTEE

Jerry Brunetto	Ralph Donnell
Richard Henning	Peter Jacobson
Bill Koenig	Terence Maguire
Barbara Martine	Donald Schwamb
Joann Schwamb	
Chairmen of the Planning and Zoning Boards	

TECHNOLOGY COMMITTEE

Josh Arak	Dan Browne, BOE
Kirk Brouwer	Paul Wharton
Jason Taormina	Scott Kreisler
Carmine Lizza	Terence Maguire
Michael Mintz, Jr.	Kelley O'Donnell
Technology Coordinator, PRHS	

GREEN TEAM COMMITTEE

Bob Bogert
 Danielle Cawood - Public
 Barbara Coleman – Public
 Roseann Crisafi – Public
 Mark Falcon, PRHS Environmental Club
 Vinny Lemba – Public
 James McDermott- Public
 Jay Roemer – Public
 Betsy Thomason – Public
 Frank Murphy – Public
 Sergio Gil – Public
 Natalie Rehak - Public
 Jerry Brunetto – Open Space
 Kelley O'Donnell, Borough Clerk / Administrator
 Brittany Voza, Business Community
 Representative – Board of Education (Joseph Bruno)
 Representative – Recreation Committee
 Representative – Shade Tree Committee
 Don Schwamb - Planning Board

MAYOR'S WELLNESS COMMITTEE

Keri Cooper	Donna Fiorenza
Barbara Hennig	William Hennig
Shelby Klein	Marilyn Miller
Norine Mohle	Joan Valas
Teri Ann Christopher	Joelle Kuron

MAYOR'S HOUSING TASK FORCE

John E. Ten Hoeve, Jr., Borough Attorney
 John Hansen, Fire Official
 Joseph Madden, Chief of Police
 Linda Quinn, Inspector, Bergen County Department of Health Services
 Robert Ludwig, Zoning Officer / Housing Inspector
 Kelley R. O'Donnell, Borough Clerk / Administrator

SEATING ON DAIS: 2016 (from Mayor's left to right)

Bertini, Capilli, Bosi, MAYOR, Oppelt, Misciagna, Cangialosi

2016 STANDING COMMITTEES AND LIAISONS:

Mayor Maguire announces the Standing Committees and Liaisons for 2016

STANDING COMMITTEES – 2016

FINANCE & ADMINISTRATION	Bosi and Cangialosi
FIRE	Oppelt
INSURANCE	Bosi
NEGOTIATIONS	Bertini and Oppelt
OPERATIONS/BUILDINGS & GROUNDS	Bosi
PERSONNEL	Council President and all
PUBLIC HEALTH & WELFARE	Bertini
PUBLIC SAFETY/TRI BORO PUBLIC SAFETY	Misciagna
SHARED SERVICES	Bosi & Cangialosi

BOARDS & COMMITTEES LIAISONS FOR 2016

ACCESS FOR ALL	Bertini
AMERICAN LEGION	Oppelt
BERGEN COUNTY 9-1-1	Police
BOARD OF EDUCATION	Cangialosi
BOARD OF HEALTH / Local Assistance & Pascack Mental Health	Bertini
BUSINESS COMMUNITY / CHAMBER	Cangialosi
CABLE TV/PKRG-TV	Oppelt
D.A.R.E. COMMITTEE	Misciagna
MUNICIPAL ALLIANCE	Bertini
EMERGENCY MANAGEMENT COUNCIL	Oppelt
GREEN TEAM	Bosi
HANDICAP AWARENESS ADVISORY	Bertini & Administrator
HISTORICAL ADVISORY	Bertini
LIBRARY BOARD	Bosi
MAYOR'S WELLNESS	Bertini
MUNICIPAL POOL	Capilli
OPEN SPACE	Misciagna
P.R.A.A.	Capilli
RECREATION & CULTURAL	Capilli
FIELD COORDINATOR	Andy Hodgins
SENIOR CITIZEN ADVISORY	Bertini
SHADE TREE/GARDEN CLUB	Oppelt
TECHNOLOGY COMMITTEE	Cangialosi

2016 TEMPORARY BUDGET RESOLUTION

Mayor Maguire asks the Chief Financial Officer to present the 2016 Temporary Budget.

Mr. Kolodziej notes the Temporary Budget is adopted each year to fund operations until the Municipal Budget is approved. The Temporary Budget represents one-fourth of the prior year's appropriations.

Mayor Maguire asks for a motion to adopt the 2016 Temporary Budget.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

ADOPTION OF 2016 BY-LAWS

Mayor Maguire notes the By-laws govern the manner in which the Mayor and Council meetings are run.

Mayor Maguire asks for a motion to adopt the 2016 By-Laws.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

ADOPTION OF 2016 MAYOR AND COUNCIL MEETING SCHEDULE

Mayor Maguire asks for a motion to adopt the meeting schedule for 2016.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

COUNCILMEMBERS REMARKS:

MAYOR'S ADDRESS

PUBLIC PRIVILEGE TO THE FLOOR

Mayor Maguire asks if anyone present wishes to be heard on any matter.

Speaker: None

BENEDICTION

Mayor Maguire calls on the Pastor Joshua Rasdall of Montvale's Evangelical Free Church for the Benediction.

There being no further business, Mayor Maguire asks for a motion to close the Reorganizational meeting.

A motion is made by _____ and seconded by _____ to confirm

ROLL CALL:

**BOROUGH OF PARK RIDGE
RESOLUTION NO. 016 – 001**

**APPOINTMENT OF ZONING OFFICER AND
ALTERNATE ZONING OFFICER
2016**

WHEREAS, the Mayor and Borough Council appointed Robert Ludwig as Part Time Zoning Officer on January 1, 2013; and

WHEREAS, this appointment, pursuant to Chapter 2 of the Borough Code is for one (1) year; and

WHEREAS, the Mayor and Borough Council wish to reappoint Robert Ludwig as Zoning Officer for 2016; and

WHEREAS, Chapter 2 of the Borough Code provides for the appointment of an Alternate Zoning Officer; and

WHEREAS, the Borough Administrator has recommended that Nick Saluzzi, Construction Code Official be appointed as Alternate Zoning Officer with no additional compensation for this position; and

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Park Ridge hereby appoint Robert Ludwig to the position of Zoning Officer; and

BE IT FURTHER RESOLVED, that in the absence of Robert Ludwig, Nick Saluzzi has been appointed to fill the positions of Alternate Zoning Officer, with no additional compensation.

BE IT FURTHER RESOLVED that a true copy of this resolution shall be given to Robert Ludwig and Nick Saluzzi within ten (10) days of adoption.

Adopted ___ / ___ / ___ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
Cangialosi						
Capilli						

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

Kelley R. O'Donnell, RMC
Borough Clerk / Administrator

**BOROUGH OF PARK RIDGE
RESOLUTION NO. 016 - 002**

ESTABLISHMENT OF CURRENT FUND PETTY CASH

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any county or municipality by application and resolution, and,

WHEREAS, a Current Fund Petty Cash Fund in the amount of \$750 has previously been approved by the Division of Local Government Services naming the Chief Financial Officer as the Custodian of Petty Cash, and,

WHEREAS, the custodian for this fund is, Joe Kolodziej, who is bonded for the amount of \$1,000,000; such custodian shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Park Ridge hereby authorizes the Treasurer to issue a Current Fund check in the amount of \$750 payable to the order of Joe Kolodziej, Custodian of Petty Cash.

Adopted ___/___/___ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
Cangialosi						
Capilli						

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

Kelley R. O'Donnell, RMC
Borough Clerk / Administrator

**BOROUGH OF PARK RIDGE
RESOLUTION NO. 016 – 003**

PETTY CASH POLICY

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any county or municipality by application and resolution, and,

WHEREAS, the Borough currently has the following existing petty cash funds:

Current Fund	\$750
Electric & Water Utility	\$500
Swim Pool Utility	\$250
Golden Age Club	\$500

Which, were previously approved by the Division of Local Government Services naming the Chief Financial Officer as the Custodian of Petty Cash, and,

WHEREAS, it is the intent of the Mayor and Council to formally establish guidelines for use of such funds as follows:

1. Petty Cash is to be used for business related cash expenditures or reimbursement of \$50 or less.
2. A Petty Cash slip indicating the name, purpose, date, amount, and line-item to charge must be completed and signed by the individual receiving the funds. Additionally a receipt must be attached. The slip must also be signed by the Petty Cash Custodian.
3. The Petty Cash fund will be replenished periodically. All receipts will be attached and included on the payment of bills.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Park Ridge that Petty Cash disbursements be limited to \$50 or less and must include proper documentation as outlined above.

Adopted ___ / ___ / ___ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
Cangialosi						
Capilli						

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

Kelley R. O'Donnell, RMC
Borough Clerk / Administrator

**BOROUGH OF PARK RIDGE
RESOLUTION NO. 016 – 004**

DESIGNATING OFFICIAL TAX SEARCH OFFICER

BE IT RESOLVED, by the Mayor and Council of the Borough of Park Ridge, that Jessica Mazzarella, Tax Collector, being a duly bonded Official of the Municipality, be and she is hereby designated as Official Tax Search Officer (N.J.S.A. 54:5-11 of the Borough of Park Ridge for the year 2016; and

BE IT FURTHER RESOLVED that there shall be no additional compensation for this appointment.

Adopted ___/___/___ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
Cangialosi						
Capilli						

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

Kelley R. O'Donnell, RMC
Borough Clerk / Administrator

**BOROUGH OF PARK RIDGE
RESOLUTION NO. 016 – 005**

APPOINT FUND COMMISSIONERS 2016

BE IT RESOLVED that the Governing Body of the Borough of Park Ridge does hereby appoint the following fund commissioners for the year 2016:

Bergen County Municipal Joint Insurance Fund:
Borough Clerk / Administrator Kelley R. O'Donnell as
Fund Commissioner
Chief Financial Officer Joseph Kolodziej as Alternate

Adopted ___ / ___ / ___ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
Cangialosi						
Capilli						

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

Kelley R. O'Donnell, RMC
Borough Clerk / Administrator

**BOROUGH OF PARK RIDGE
RESOLUTION NO. 016 – 006**

APPOINTMENT OF LOCAL EMERGENCY PLANNING COMMITTEE

WHEREAS, the Borough of Park Ridge Office of Emergency Management is required by the State of New Jersey to appoint a Local Emergency Planning Committee (LEPC); and

WHEREAS, the Mayor and Council of the Borough of Park Ridge wish to appoint the following individuals; as per attached schedule, to serve as members of the LEPC; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Park Ridge that the individuals named be and are hereby appointed as members of the Local Emergency Planning Committee from January 1, 2016 to December 31, 2016.

Adopted ___ / ___ / ___ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
Cangialosi						
Capilli						

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

Kelley R. O'Donnell, RMC
Borough Clerk / Administrator

OFFICE OF EMERGENCY MANAGEMENT (OEM)
LOCAL EMERGENCY PREPAREDNESS COUNCIL (LEPC) LEDGER

LEPC DESIGNEE WITH ANNEX RESPONSIBILITIES	
Sgt. Peter J. Mauro	OEM Coordinator; Public Health, EOC & Radiation
Terry Maguire	Mayor; Public Information
James R. Babcock, Sr.	Deputy EMC
Robert Wetzelberger	Deputy EMC
Chief Joseph Madden	Public Safety & Evacuation
Chief William I. Diedrich, Jr.	Fire
Steve Bressler	EMS
William Beattie	Public Works & Damage Assessment
Katherine Bowen	Social Services
Mark Eisen	Shelters
Kelley O'Donnell	Resource Management
Dr. Ned Barber	Public Information
Anthony DiBlasi	Alert & Warning
Tom Derienzo	Hazmat
Other Invited Members to support LEPC DESIGNEES	
Support Borough Officials & Emergency Services	
Councilman Robert Oppelt	Council Liaison
Joseph Kolodziej	Finance
James Babcock, Jr.	PRPD
Robert Ludwig	PRFD
John Sigillito	PRFD
Sue Kiley	EMS
Greg Stalb	PRPD
Paul Witte	PRPR
Nick Saluzzi	Housing Inspector
Schools	
Dr. Robert Gamper	PR Schools
Lorraine Meehan	Our Lady of Mercy Academy
Community at Large	
Ben Martin	
Justin Mattes	
Business Community	
Representative from	Marriott Hotel
David Vozza	Chamber of Commerce
Representative from	Mill Pond/Plaza Regency
Ted Poweski	NUS

**BOROUGH OF PARK RIDGE
RESOLUTION NO. 016 - 007**

TRANSFER OF APPROPRIATIONS

WHEREAS, N.J.S.A 40A:4-58 permits transfers between budget appropriations during the last two months of the fiscal year; and,

WHEREAS, certain 2015 Borough Budget Appropriations are expected to be insufficient to meet the expenditure requirements through the end of the fiscal year; and

WHEREAS, certain 2015 Borough Budget Appropriations are expected to have funds available to offset these expenditures;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Park Ridge (by not less than two-thirds thereof affirmatively concurring) that the transfers listed between 2015 Borough Budget Appropriations be made in the Current Fund:

Department	Account Number	Amount From:	Amount To:
Administration S&W	5-01-20-100-000-010		\$10,600.00
Municipal Clerk S&W	5-01-20-120-000-010	\$10,600.00	
Finance Administration S&W	5-01-20-130-000-010		\$ 22,500.00
Finance Department O/E	5-01-20-130-000-020	\$ 22,500.00	
Fire Department LOSAP	5-01-36-476-000-000		\$ 11,900.00
Tri Boro Ambulance LOSAP	5-01-36-477-000-000	\$ 11,900.00	
Total Transfer Amount		\$ 45,000.00	\$ 45,000.00

Adopted ___ / ___ / ___ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
Cangialosi						
Capilli						

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

Kelley R. O'Donnell, RMC
Borough Clerk / Administrator

**BOROUGH OF PARK RIDGE
RESOLUTION NO. 016 – 008**

ADOPTING BY-LAWS FOR 2016

BE IT RESOLVED by the Mayor and Council of the Borough of Park Ridge that the following shall be adopted and are hereby approved as By-Laws regulating the conduct of meetings; order of business; appointment and duties of committees; and other matters more specifically referred to.

ARTICLE 1

These By-Laws shall regulate the conduct of the meetings of the Mayor and Council of the Borough of Park Ridge and shall remain effective until the next reorganization meeting or until repealed, supplemented or amended at a regular meeting by the majority vote of the whole council. Any specific portion of the By-Laws may be suspended temporarily at any regular meeting for that meeting for that meeting only, upon the unanimous vote of the members present.

**ARTICLE 2
MEETINGS**

1. Ordinances and Resolutions may only be acted upon at formal meetings which are advertised pursuant to NJSA 10:4-6 et seq.

2. The meetings of the Mayor and Council shall be held in the Borough Hall Council Chambers in accordance with the Resolution adopted at the Reorganization meeting each year setting forth the times and dates. Additional special meetings at which formal action may be taken will be scheduled as needed and in the manner provided by law.

3. The agenda for regularly scheduled formal meetings shall be set and distributed no later than the Friday preceding the formal meeting. Notwithstanding, the Borough Clerk may amend said agenda after distribution as necessary to include all pending business, and all agenda changes will be announced as part of the regular order of business.

4. The regular order of business at each formal council meeting shall be:

- Pledge of Allegiance
- Roll Call
- Compliance Statement
- Agenda Changes
- Public Privilege of the Floor
- Ordinance Introduction
- Ordinance Public Hearing
- Consent Agenda
- Communications
- New Business
- Reports of Governing Body
- Approval of Minutes
- Optional Additional Public Privilege of the Floor
- Adjournment

5. The Council may, by resolution duly passed at a meeting, dispense with a future meeting or designate a different date for any regular meeting.
6. Seating and Voting Roll Call shall be determined by the Mayor.
7. All formal meetings shall end no later than 11:00 pm.
8. The Public Privilege of the Floor at a formal meeting shall be limited to a 5 minute maximum per speaker. Nevertheless, at a meeting where more than 20 members of the public are present, the Mayor and Council may decide to shorten the allotted time for speaking in order to accommodate as many speakers as possible.
9. The public shall be permitted to speak at a work session as provided by law for a maximum of 5 minutes per speaker. The Mayor shall announce within a reasonable time from the opening of the meeting that the floor is open to the public for comments and will notify speakers of the 5 minute limitation.
10. Executive Sessions, commonly known as closed sessions, will be conducted as necessary in the manner prescribed by law to discuss only those matter allowed by law.
11. Pursuant to the New Jersey's Open Public Meeting Act, N.J.S.A. 10:4-7, any member of the Mayor & Council may participate in any closed session or public meeting by telephone communication device provided that the device being used is free from being intercepted and not be overheard by anyone. Participation by telephone communication shall not count for quorum purposes.
12. Only the Mayor and/or Acting Mayor (in the absence of the Mayor) can call for a vote in the public meeting for something not on the Agenda.
13. Mayor and Council will set aside the first Tuesday of December each year for a Special Meeting dedicated to Reorganization. At that time the Mayor and Council will invite any elected candidates that will be sworn in at the January Reorganization Meeting to this Special Meeting to discuss liaison and committee assignments.
14. Except as herein specified, Robert's Rules of Order Shall be used.

ARTICLE 3 COMMITTEES OF THE COUNCIL

1. The regular standing committees shall be as follows:
 - Finance & Administration
 - Fire
 - Insurance
 - Negotiations
 - Operations
 - Personnel
 - Policy
 - Public Buildings & Grounds
 - Public Health & Welfare
 - Public Safety

2. Each committee shall consist of at least one member of the Council and appointment to each Committee shall be made by the Mayor. Notwithstanding the foregoing, the Finance & Administration Committee shall have two members of the Council who shall be chosen from each political party, if applicable. If a subsequent vacancy exists for any Committee or Board Liaison appointment, then in such event, the Mayor shall make the appointment to fill said vacancy. The Mayor, in his/her sole determination, shall make changes to Committee/Board Liaison assignments at any time during the year.

3. The Mayor, or the Council by a majority vote, shall have the power to appoint special committees for purposes other than those embraced in the duties of the standing committees. The Mayor, or the Council, shall have the power to appoint members from the Council or other citizens of Park Ridge as he determines necessary.

4. The Mayor shall be a member of all Committees, both special and standing.

5. All committees shall make a report to the Council either in writing or orally of their activities as necessary.

**ARTICLE 4
PAYMENT OF BILLS**

All bills or claims against the Borough shall be processed and paid in accordance with the Code of the Borough of Park Ridge, Chapter 6, entitled "Claims Approval and Payment."

Adopted ___/___/___ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
Cangialosi						
Capilli						

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

Kelley R. O'Donnell, RMC
Borough Clerk / Administrator

**BOROUGH OF PARK RIDGE
RESOLUTION NO. 016 – 009**

SCHEDULE OF MAYOR AND COUNCIL MEETINGS FOR 2016

BE IT RESOLVED by the Mayor and Council of the Borough of Park Ridge, County of Bergen, State of New Jersey, that all meetings of the Governing Body for the year 2016 shall be held in the Council Chambers of the Municipal Building, 53 Park Avenue, Park Ridge, in accordance with the following schedule.

BE IT FURTHER RESOLVED that formal action may be taken at these meetings.

BE IT FURTHER RESOLVED, that the Mayor and Council will hold Closed/Executive Session Meetings at 6:45 p.m. prior to the start of each Public Meeting and Agenda/Work Session Meeting, in which no action will be taken.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to publish this Annual Notice in the official newspaper pursuant to the requirements of Public Law 1975, Chapter 231.

2016 MAYOR AND COUNCIL MEETINGS

**All public meetings are held on Tuesdays at 8:15 pm unless otherwise noted.
All Work Sessions begin at 8:15 pm.**

Public Meetings

Agenda/Work Sessions

January 1 – Sine Die 12:30 pm
January 1 – Reorganization 1:00 pm

January 12

January 26

February 9

February 23

March 8

March 22

April 12

April 26

May 10

May 24

June 14

June 28

July 12

July 26

August 9

August 23

September 13

September 27

October 25

November 22

December 13

December 27

Adopted ___/___/___ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
Cangialosi						
Capilli						

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

Kelley R. O'Donnell, RMC
Borough Clerk / Administrator