

**AGENDA**  
**MAYOR & COUNCIL MEETING**  
**May 10, 2016**  
**8:15 p.m.**

**Mayor Maguire calls meeting to order at:**

**Pledge of Allegiance to the Flag**

**ROLL CALL:**

Present:

Absent:

Also Present:

**Mayor Maguire Reads Compliance Statement**, as required by Open Public Meeting Act, P.L. 1975, Chapter 231.

**SUSPEND THE REGULAR ORDER OF BUSINESS**

Mayor Maguire calls for a motion to suspend the regular order of business for the **Public Presentation of the 2016 Municipal Budget**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to confirm.  
Roll Call:

Mayor Maguire introduces Tax Collector Jessica Mazzarella

Jessica Mazzarella – Property Tax Reimbursement Program

Mayor Maguire introduces Finance Committee Chairman Rich Bosi

Council President Rich Bosi presents the 2016 Municipal Budget

Mayor Maguire advises that the Library Board will be presenting the 2016 Library Budget

Mayor Maguire introduces Tom Madru

Mayor Maguire advises that the Board of Public Works will be presenting the 2016 Utility Budget

Mayor Maguire introduces George Mehm, Utility Board President

**ADOPTION 2016 MUNICIPAL BUDGET**

Mayor Maguire calls for a motion to adopt Resolution No. 016-133 Self Examination of the 2016 Budget

**RESOLUTION NO. 016-133**  
**SELF EXAMINATION OF THE 2016 BUDGET**

**Mayor Maguire:** N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination, and pursuant to N.J.A.C. 5:30-7.2 thru 7.5 the Borough of Park Ridge has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Borough meets the necessary conditions to participate in the program for the 2016 budget year.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to confirm.

Roll Call:

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Mayor Maguire calls for a motion to adopt Resolution No. 016-134 Waiver of Reading in Full of the 2016 Budget

**RESOLUTION NO. 016-134  
WAIVER OF READING IN FULL OF THE 2016 BUDGET**

- a) Be posted in a public place where public notices are customarily posted, and
- b) Is made available to each person requesting the same during said week and during the public hearing, and

**WHEREAS**, the Borough of Park Ridge has complied with the aforesaid requirements.

**NOW, THEREFORE, BE IT RESOLVED**, the Borough is hereby permitted to waive the reading in full, of the Municipal Budget for the year ending December 31, 2016

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to confirm.

Roll Call:

**Ms. O'Donnell:** Be it resolved that the Governing Body of the Borough of Park Ridge, County of Bergen that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of: \$8,598,015 to be raised by taxation for municipal purposes, \$622,315 minimum Library Tax and \$3,981,359 General Revenue equaling for total revenues equaling \$13,201,689. Water Utility Revenues Equaling \$3,605,679, Electric Utility Equaling \$10,478,599 and Pool Utility Equaling \$273,500

Mayor Maguire calls for a motion to adopt Resolution No. 016-135 Adoption of the 2016 Municipal Budget

**RESOLUTION NO. 016-135  
ADOPTION OF THE 2016 MUNICIPAL BUDGET**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to confirm.

Roll Call:

**AGENDA CHANGES**

**PUBLIC PRIVILEGE OF THE FLOOR:**

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

*Upon recognition by the Mayor, the person shall proceed to the floor and give his/her name and address in an audible tone of voice for the records. Unless further time is granted by the Council, he/she shall limit his/her statement to five (5) minutes. Statements shall be addressed to the Council as a body and not to any member thereof. No person, other than the person having the floor, shall be permitted to enter into any discussion, without recognition by the Mayor.*

Speaker:

**ORDINANCES – INTRODUCTION**

None

**ORDINANCES – PUBLIC HEARING**

**BOROUGH OF PARK RIDGE  
ORDINANCE NO. 2016- 008**

**AN ORDINANCE ADOPTING THE BOROUGH OF PARK RIDGE  
REDEVELOPMENT PLAN PURSUANT TO THE NEW JERSEY LOCAL  
REDEVELOPMENT AND HOUSING LAW**

Mayor Maguire asks for a motion to open the Public Hearing on Ordinance No. 2016-008, An Ordinance Adopting the Borough of Park Ridge Redevelopment Plan Pursuant to the New Jersey Local Redevelopment and Housing Law

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to confirm.

Roll Call:

Mayor Maguire asks the Clerk to read the Ordinance by title:

Clerk: Ordinance No. 2016-008, An Ordinance Adopting the Borough of Park Ridge Redevelopment Plan Pursuant to the New Jersey Local Redevelopment and Housing Law

Mayor Maguire asks the Borough Planner to give a comprehensive description of this ordinance.

Miss Bogart:

Mayor Maguire asks if anyone wishes to be heard concerning the adoption of this ordinance.

Speaker:

Mayor Maguire asks for a motion to close the Public Hearing on this ordinance and that it be adopted with notice of final passage to be published in The Ridgewood News.

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to confirm.

Roll Call:

**CONSENT AGENDA:**

Mayor Maguire asks if any Councilmember would like to have any resolution removed from the consent agenda and placed under New Business.

Speaker:

Mayor Maguire asks if any Council member would like to abstain from voting on any resolution on the consent agenda.

Speaker:

Mayor Maguire asks for a motion to accept the Consent Agenda (with the abstentions so noted).

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to confirm.

Roll Call:

**RESOLUTIONS:**

- Red. No. 016-136- Refund of Summer Day Camp Over Payment
- Res. No. 016-137- Probationary Appointment of Water Department Laborer- Michael Rasulo
- Res. No. 016-138- Authorize Part Time Casual Labor
- Res. No. 016-139- Resolution Authorizing Settlement of Tax Appeals
- Res. No. 016-140- Resolution Authorizing and Approving Creation of Economic Development Advisory Committee
- Res. No. 016-141- Resolution Authorizing Acceptance of Shared Services Agreement with the County of Bergen to Secure Health Services for the Park Ridge Board of Health
- Res. No. 016-142- Resolution to Release CCO Escrow Refund – Joseph Zanfardino
- Res. No. 016-143- Award of Contract for Solid Waste Collection
- Res. No. 016-144- Authorize Pool Staff and Salaries for 2016
- Res. No. 016-145- Uniform Purchase and Maintenance Allowance
- Res. No. 016-146- Authorize 2016 Stipend Payments
- Res. No. 016-147- Payment of Bills- Borough
- Res. No. 016-148- Payment of Bills- Utility

**COMMUNICATIONS:**

**OLD BUSINESS:**

**NEW BUSINESS:**

**APPROVAL OF MINUTES**

Mayor Maguire asks for a motion to approve the minutes as follows:

Closed and Work Session Minutes Dated April 26, 2016

Public Hearing Minutes dated

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to confirm.

Roll Call:

**ADJOURN**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn the regular Mayor and Council meeting. Meeting adjourned at \_\_\_\_\_ p.m.

**BOROUGH OF PARK RIDGE  
ORDINANCE NO. 2016- 008**

**AN ORDINANCE ADOPTING THE BOROUGH OF PARK RIDGE  
REDEVELOPMENT PLAN PURSUANT TO THE NEW JERSEY LOCAL  
REDEVELOPMENT AND HOUSING LAW**

**WHEREAS**, on April 14, 2015 the governing body of the Borough of Park Ridge authorized the Park Ridge Planning Board to undertake an investigation and hold a public hearing to determine whether an area consisting of Lot 2 of Block 1516; Lots 1,2,3,4, and 5 of Block 1801; and Lots 1,2,3,4,5,6 and 7 of Block 1802 on the Tax Assessment Map of the Borough of Park Ridge (collectively, the "Study Area" or "Redevelopment Area") should be declared an area in need of redevelopment as defined by the New Jersey Local Redevelopment and Housing Law (N.J.S.A. 40a:12(A)(1) et seq.); and

**WHEREAS**, the Planning Board of the Borough of Park Ridge (the "Planning Board") retained Brigette Bogart, Professional Planner, to perform an investigation over the Study Area and thereafter produce a report containing her findings; and

**WHEREAS**, Ms. Bogart performed such investigation and produced a report on July 14, 2015 entitled "An Investigation for a Determination of an Area in Need of Redevelopment for Block 1516, Lot 2; Block 1801, Lots 1,2,3,3,4 and 5; Block 1802, Lots 1,2,3,4,5,6 and 7, Borough of Park Ridge, New Jersey"; and

**WHEREAS**, the Planning Board held a hearing on July 29, 2015 to determine whether the Study Area was an area in need of redevelopment; and

**WHEREAS**, the Planning Board adopted a Resolution on August 12, 2015 recommending that the Mayor and Council designate the Study Area as an area in need of redevelopment; and

**WHEREAS**, on September 8, 2015, upon review of the August 12, 2015 Resolution of the Planning Board and the report provided by Ms. Bogart the Council adopted Resolution No. 015-234 declaring the Study Area as an area in need of redevelopment and further directing the Planning Board to prepare a proposed Redevelopment Plan; and

**WHEREAS**, the Planning Board prepared a proposed Redevelopment Plan and, on February 24, 2016 recommended said Plan to the Mayor and Council; and

**WHEREAS**, the Mayor and Council find that the Redevelopment Plan satisfies the requirements of N.J.S.A. § 40A:12A-1, *et seq.*, appropriately addresses various needs of the Borough; and encourages essential development in the downtown area;; and

**WHEREAS**, the Mayor and Council also find that the Redevelopment Plan achieves several goals and objectives of the Borough Master Plan including encouraging higher density development near mass transit, fostering development in the downtown area, and the need to make provisions for affordable housing, all of which represent principles of "smart growth," and that the Redevelopment Plan is consistent with the Borough Master Plan; and

**WHEREAS**, the Planner for the Borough of Park Ridge has opined that the proposed Redevelopment Plan is consistent with and furthers the goals and purposes of all Borough Master Plan documents and has opined that the Plan does not offend the goals and objectives of contiguous municipalities, the County of Bergen or the State of New Jersey; and

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Park Ridge, in the County of Bergen and State of New Jersey as follows:

1. The Redevelopment Plan attached hereto as **Exhibit A** be and is adopted as the redevelopment plan in accordance with N.J.S.A. § 40A:12A-14 for the following parcels determined to be an area in need of redevelopment on September 8, 2015: Block 151, Lot 2; Block 1801, Lots 1, 2, 3, 4 and 5; Block 1802, Lots 1, 2, 3, 4, 5, 6 and 7.
2. The recommended zoning and design requirements contained in Section II of the Redevelopment Plan are hereby adopted to serve as an overlay zone to the existing zoning scheme for the Redevelopment Area. Specially, the following zoning requirements shall be established for the Redevelopment Area:
  - a. **Permitted Uses.** All uses, accessory uses and conditional uses permitted in the Neighborhood Business District (NB) of the Borough of Park Ridge shall be permitted in the Redevelopment District. The following additional uses shall also be permitted:
    - i. Public recreation and assembly facilities.
    - ii. Uses ancillary to multi-family development including lobbies, entrances, gymnasiums, laundry facilities and other similar ancillary uses if located on the first floor of a building.
  - b. **Conditional Uses.** Parking Structures shall be permitted in the Redevelopment District subject to the following conditions:
    - i. The lot on which the structure is located shall have a minimum lot area of .75 acres.
    - ii. The outside perimeter of a parking structure which fronts on a County Road shall be developed with principal permitted uses as set forth in Section 101-58.15.
    - iii. The outside perimeter of a parking structure which fronts on a local road shall be designed to meet the requirements of Section 101-58.21(A)(1) and (2) and Section 101-58.21(B) of the Park Ridge Code.
    - iv. Parking structures shall comply with the bulk requirements of this Ordinance, however, no parking structure shall have a height in excess of forty (40) feet nor shall a parking structure have more than four parking levels.
  - c. **Bulk Requirements.** The following bulk requirements shall apply within the Redevelopment District.

	Standard for Sites fronting on Kinderkamack Road (Blocks 1801 & 1802)	Standard for fronting on Road (Block
lots not fronting Kinderkamack 1516		
Minimum Lot Area feet	25,000 square feet	25,000 square
Minimum Lot Width	100 feet	100 feet
Minimum Lot Depth	100 feet	100 feet
Maximum Building Stories	Five	Three
Maximum Building Height	58 feet	40 feet
Maximum Building Coverage	85 percent	90 percent
Maximum Impervious Coverage	95 percent	95 percent
Minimum Front Yard	5 feet	0 feet
Maximum Front Yard	20 feet	20 feet
Minimum Rear Yard	0 feet	0 feet
Minimum Side Yard	0 feet	0 feet
Maximum Floor Area Ratio	3.5*	2.5*

Market Rate Unit Minimum Sizes

Studio	500 square feet	N/A
One Bedroom	700 square feet	N/A
Two Bedroom	1,000 square feet	N/A

Affordable Housing Unit Minimum Sizes

One Bedroom	650 square feet	N/A
Two Bedroom	850 square feet	N/A
Three Bedroom	950 square feet	N/A

\* The ratio of the total floor area to lot area.

d. Except where otherwise indicated herein, all development within the Redevelopment District shall comply with the following additional criteria:

i. **Architectural Design**

1. Any construction above four stories or fifty (50) feet must be stepped back from the lower street front façade(s) a minimum of ten (10) feet, except when adjacent to a Public Railroad Right of Way.
2. Any outdoor space created by the required setback area may be used as outdoor space for tenants.
3. Where a building fronts on a public plaza of more than thirty (30) feet in depth from a right of way, there shall be no setback requirement for buildings having a height of more than forty (40) feet.
4. Where a building and/or block exceed three hundred (300) feet in length, the building for calculation purposes shall be limited to 300-foot sections.
5. There shall be a strong delineation between floors to separate the street level of buildings and the upper floors, with either a change in material, a recess in the building façade or a cornice line to ensure the reinforcement of the pedestrian scale of the street as shown on Schedule "A" below.

ii. **Parking Requirements.** Parking requirements shall be as set forth in Section 101-58.24 of the Borough Code except for parking requirements for residential units, where the parking standard shall be 1.25 spaces per dwelling unit.

iii. **Streetscape Design and Additional Requirements**

1. The provisions of Section 101-58.22 shall apply to development within the Redevelopment District with the exception of minimum sidewalk width which shall be twelve (12) feet. Building articulations, stoops and building entry features may encroach into the 12 foot required sidewalk width provided that the encroachment does not exceed 30% of the building façade.

e. Redevelopment District improvements shall also include directional signage for vehicular and pedestrian consistent with the Borough parking plan; public plazas with a minimum depth of 30 feet and minimum width of 70 feet and one bench and trash receptacle for every 50 feet of street frontage.

f. Streetscape designs shall include paver detail and tree grates in accordance with the Redevelopment Plan.

g. **Affordable Housing Requirements.** A minimum of ten percent (10%) of all units constructed must be set aside as affordable

housing units as defined by the New Jersey Department of Community Affairs. All housing units designated as affordable units must comply with all State criteria for affordable housing design and must be constructed to ensure that the Borough shall be eligible to receive affordable housing credit for all affordable housing units.

- h. **Public Recreation/Assembly Space.** In addition to the requirement for a public plaza, any development within the Redevelopment District shall provide a minimum of 22 square feet of public recreation/assembly space.
3. The Zoning Map for the Borough of Park Ridge shall be amended to reflect the rezoning of the Redevelopment Area.
  4. All ordinances or parts of ordinances which are inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.
  5. The provisions of this Ordinance are hereby declared to be severable. Should any section, paragraph, subparagraph, provision, sentence, or part hereof be declared invalid or unconstitutional, said finding shall not affect any other section, paragraph, subparagraph, provision, sentence, or part hereof and the remainder of this Ordinance shall be deemed valid and effective.
  6. This Ordinance shall take effect immediately following final passage, adoption and publication as provided by law.
  7. Borough staff are hereby authorized and directed to take all other administrative actions to implement this Ordinance as are necessary and appropriate to accomplish its goals and intents.

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

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

APPROVED:

\_\_\_\_\_  
TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-133**

**SELF EXAMINATION OF THE 2016 BUDGET**

**WHEREAS**, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination, and

**WHEREAS**, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997, and

**WHEREAS**, pursuant to N.J.A.C. 5:30-7.2 thru 7.5 the Borough of Park Ridge has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Borough meets the necessary conditions to participate in the program for the 2016 budget year.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Committee of the Borough of Park Ridge that the 2016 annual budget be examined in accordance with N.J.A.C. 5:30-7.6a & b and based upon the Chief Financial Officer's certification. The governing body has found the budget has met the following requirements:

1. That with reference to the following items, if applicable, the amounts have been calculated pursuant to law and appropriated as such in the budget.
  - a. Payment of interest and debt redemption charges
  - b. Deferred charges and statutory expenditures
  - c. Cash deficit of preceding year
  - d. Reserve for uncollected taxes
  - e. Other reserves and non-disbursement items
  - f. Any inclusions of amounts required for school purposes.
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at 40A:4-45.3 et seq. are fully met. (Complies with the "CAP" law).
3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
4. That pursuant to the Local Budget Law:
  - a. All estimates of revenue are reasonable, accurate, and correctly stated;
  - b. Items of appropriations are properly set forth
  - c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality.
5. The budget and associated amendments have been introduced, publicly advertised, and adopted in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
6. That all other applicable statutory requirements have been fulfilled.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

Adopted \_\_\_/\_\_\_/\_\_\_ on roll call vote as follows:

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

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-134**

**WAIVER OF READING IN FULL OF THE 2016 BUDGET**

**WHEREAS**, N.J.S. 40A:4-8 permits that the Budget as advertised may be read by its title providing that at least one week prior to the date of the hearing a complete copy of the approved budget shall

- a) be made available in the free public library, and
- b) is made available to each person requesting the same during said week and during the public hearing, and

**WHEREAS**, the Borough of Park Ridge has complied with the aforesaid requirements.

**NOW, THEREFORE, BE IT RESOLVED**, the Borough is hereby permitted to waive the reading in full, of the Municipal Budget for the year ending December 31, 2016.

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

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

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

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



## SUMMARY OF APPROPRIATIONS

RESOLUTION No. 016-135

Within "CAPS"	XXXXXXXXXX	XXXXXXXXXX
(a&b) Operations Including Contingent	34-201	\$ 8,238,375
(e) Deferred Charges and Statutory Expenditures - Municipal	34-209	\$ 1,067,724
(g) Cash Deficit	46-885	
Excluded from "CAPS"	XXXXXXXXXX	XXXXXXXXXX
(a) Operations - Total Operations Excluded from "CAPS"	34-305	\$ 1,542,371
(c) Capital Improvements	44-999	\$ 25,275
(d) Municipal Debt Service	45-999	\$ 1,632,110
(e) Deferred Charges - Municipal	46-999	\$ 88,234
(f) Judgements	37-480	\$ -
(n) Transferred to Board of Education for Use of Local Schools (N.J.S. 40:48-17.1 & 17.3)	29-405	\$ -
(g) Cash Deficit	46-885	\$ -
(k) For Local District School Purposes	29-410	\$ -
(m) Reserve for Uncollected Taxes	50-899	\$ 607,600
	07-195	\$ -
<b>6. SCHOOL APPROPRIATIONS - TYPE I SCHOOL DISTRICTS ONLY (N.J.S. 40A:4-13)</b>		
<b>Total Appropriations</b>	<b>34-499</b>	<b>\$ 13,201,689</b>

It is hereby certified that the within budget is a true copy of the budget finally adopted by resolution of the Governing Body on the 10th day of May, 2016.  
 It is further certified that each item of revenue and appropriation is set forth in the same amount and by the same title as  
 appeared in the 2016 approved budget and all amendments thereto, if any, which have been previously approved by the Director of Local Government Services.

Certified by me this 10th day of May, 2016, \_\_\_\_\_, Clerk

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-136**

**REFUND OF SUMMER DAY CAMP OVERPAYMENT  
DANIELLE SCHWARTZ**

**WHEREAS**, The Borough of Park Ridge process registration for Summer Day Camp through Community Pass; and

**WHEREAS**, payments for registration can now be made using credit cards and debit cards; and

**WHEREAS**, DANIELLE SCHWARTZ at 10 Tulip Court, Park Ridge, NJ registered her children to participate in Summer Day Camp, completing the transaction by credit card; and

**WHEREAS**, the registration was eligible for a multi-child discount but Community Pass was unable to process the discount for this registration; and

**WHEREAS**, the unapplied discount resulted in a \$25.00 overpayment; and

**WHEREAS**, it is the policy of the Borough to issue refunds of overpayments by check;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Park Ridge that the Borough Treasurer is hereby authorized to refund \$25.00 to DANIELLE SCHWARTZ, 10 Tulip Court, Park Ridge, NJ 07656.

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

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

APPROVED:

\_\_\_\_\_  
TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-137**

**PROBATIONARY APPOINTMENT OF  
WATER DEPARTMENT LABORER  
Michael Rasulo**

**WHEREAS**, the General Supervisor of Water and the Director of Operations have recommended that additional laborer is needed; and

**WHEREAS**, the Director of Operations and General Supervisor of Water have evaluated and interviewed prospective employees for the position; and

**WHEREAS**, the Board of Public Works Personnel Committee performed second interviews with a few of the recommended candidates; and

**WHEREAS**, the Director of Operations and General Supervisor of Water have recommended that Michael Rasulo, of 255 Calvin Street, Washington Township, New Jersey be hired to the position of Laborer in the Water Department; and

**WHEREAS**, the Board of Public Works Personnel Committee concurs with this recommendation; and

**WHEREAS**, a letter with an offer of employment was sent to Michael Rasulo, which included the details of the offer of position; and

**WHEREAS**, the Board of Public Works has made a recommendation to the Mayor and Council that Michael Rasulo be hired to the position of Laborer at the Step 4 annual salary of \$40,781.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Park Ridge that Michael Rasulo is hereby probationally appointed to the position of Laborer in the Water Department, effective May 23, 2016 at an annual salary of \$40,781.00 subject to Michael Rasulo's satisfactory completion of the required ninety (90) day work test period.

**BE IT FURTHER RESOLVED** that the Borough Administrator be and is hereby authorized to submit the necessary paperwork to the New Jersey Civil Service Commission.

Adopted \_\_\_/\_\_\_/\_\_\_ on roll call vote as follows:

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

APPROVED:

\_\_\_\_\_  
TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-138**

**AUTHORIZE PART TIME/CASUAL LABOR**

**WHEREAS**, the Water and Road Departments are in need of Casual Labor employees during the late Spring and Summer months, concluding September 15, 2016; and

**WHEREAS**, the Director of Operations has recommended the following people be hired as Casual Laborers:

**Water Department:**

Matt Rega, 92 Standish Rd, Hillsdale, NJ	\$ 9.50/hr
Nicolas Brennan, 32 Terrace Lane, Blauvelt, NY	\$ 9.50/hr
Daniel DiBlasi, 38 Pine Drive, Park Ridge, NJ	\$ 9.00/hr
Conner Paller, 66 Second Street, Park Ridge, NJ	\$ 9.00/hr

**Road Department:**

John Forte, 701 Westwood Ave, River Vale, NJ	\$9.50/hr
Tyler Lukowski, 149 Dwight Ave, Hillsdale, NJ	\$9.50/hr

**WHEREAS**, the Utility Board of the Borough of Park Ridge, has recommended to the Mayor and Council that said employees be hired as casual labor employee.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Park Ridge that said employees be hired as casual laborers during the late spring and summer months, concluding September 15, 2016.

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

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

APPROVED:

\_\_\_\_\_  
TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016- 139**

**RESOLUTION AUTHORIZING SETTLEMENT OF TAX APPEALS**

**WHEREAS**, the Tax Assessor for the Borough of Park Ridge and the Borough Attorney have recommended the settlement of various tax appeals set forth in the schedule attached hereto filed with the Bergen County Board of Taxation based upon information submitted both prior to and during 2016 tax appeal hearings; and

**WHEREAS**, the settlement of said tax appeals is required to correct the assessments on various parcels of property; and

**WHEREAS**, the Tax Assessor and the Borough Attorney have requested the authority to settle said appeals and file Stipulations of Settlement for said appeals with the Bergen County Board of Taxation; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Park Ridge that the Borough Attorney, upon consultation with and with the consent of the Borough Tax Assessor, may file stipulations of settlement with the Bergen County Tax Board for 2016 tax appeals as set forth in the Schedules attached hereto.

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

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

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016- 140**

**RESOLUTION AUTHORIZING AND APPROVING CREATION OF  
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

**WHEREAS**, the Mayor and Council are authorized to create such advisory committees as may be necessary in the opinion of the Mayor and Council; and

**WHEREAS**, the Mayor and Council have been made aware of the fact that office/commercial properties within the Borough have become vacant and that it is appropriate and desirable for the Borough to encourage businesses to locate within the Borough in order to maintain the balanced and diverse use of properties within the Borough ; and

**WHEREAS**, the Mayor and Council wish to establish a committee known as the Economic Development Advisory Committee in order to assist in attracting corporations to the Borough in order to add to the Borough's already strong and diverse business mix; and

**WHEREAS**, the Mayor and Council wish to establish a committee having as its principal focus the promotion of occupancy in existing vacant commercial sites and other sites within the Borough in an effort to revitalize both vacant and currently occupied and developed properties in a manner consistent with the Borough Master Plan; and

**WHEREAS**, the Mayor and Council wish to establish a committee that will assist in developing and maintaining the information, literature and data to assist businesses and industries in their expansion and/or relocation of businesses and industries;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Park Ridge that there is hereby created an Economic Development Advisory Committee consisting of \_\_\_\_\_ members to be appointed by the Mayor with the consent of the Council, with said Committee created for the purposes of encouraging continued commercial development of corporate office parks and similar corporate office space within the Borough, engaging in efforts to secure new commercial tenants in corporate office space within the Borough, developing measures to foster a business friendly environment for corporate tenants and securing the assistance of other governmental agencies in attracting corporate tenants to the Borough of Park Ridge.

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

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

APPROVED:

\_\_\_\_\_  
TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-141**

**RESOLUTION AUTHORIZING ACCEPTANCE OF SHARED  
SERVICES AGREEMENT WITH THE COUNTY OF BERGEN TO  
SECURE HEALTH SERVICES FOR THE PARK RIDGE BOARD OF  
HEALTH**

**WHEREAS**, the Park Ridge Board of Health is statutorily required to provide numerous and various health services to the residents of the Borough; and

**WHEREAS**, the Board of Health has previously contracted with the County of Bergen pursuant to a Shared Services Agreement for the provision of all required services; and

**WHEREAS**, the Board of Health has advised the Mayor and Council that it wishes to enter into a new Shared Services Agreement with the County, a decision confirmed in a Resolution of the Board of Health dated April 21, 2016 (Resolution 2016-04) ; and

**WHEREAS**, the County of Bergen has provided a proposed five year Shared Services Agreement detailing the nature and extent of all services to be provided to the Park Ridge Board of Health, said Agreement being attached hereto and made a part hereof; and

**WHEREAS**, the Mayor and Council have determined that it is in the best interests of the residents of the Borough for the Board of Health and the Borough to enter into said agreement with the County; and

**WHEREAS**, said agreement requires the expenditure of \$34,952.78 for the 2016 calendar year; and

**WHEREAS**, the Chief Financial Officer of the Borough has confirmed that there are funds available for the completion of the improvement in Account Number 6-01-27-330-000-190; and

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Park Ridge that the Borough and Board of Health are hereby authorized to enter into said Shared Services Agreement for the provision of health services to the residents of the Borough as provided in the Agreement attached hereto and made a part hereof.

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

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

APPROVED:

\_\_\_\_\_  
TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016 – 142**

**RELEASE OF ESCROW – JOSEPH ZANFARDINO**

**WHEREAS**, JOSEPH ZANFARDINO, 232 Homestead Place, known as Block 2406, Lot 4 on the tax map of the Borough of Park Ridge, has posted CCO Escrow in the amount of \$1,500.00 in 2013; and

**WHEREAS**, the CCO Escrow has earned interest in Escrow Sub Account No. 77631457212; and

**WHEREAS**, there has been a final draw down on the initial deposit from this CCO Escrow Account; and

**WHEREAS**, approvals have been issued to close all permits and JOSEPH ZANDARDINO has received a Certificate of Occupancy; and

**WHEREAS**, there remains in the escrow account \$688.00 which the applicant has requested be returned; and

**WHEREAS**, Technical Assistant Elena Rega has determined there are no outstanding claims against this escrow balance and there remains no reason to maintain this escrow account;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Park Ridge that the Borough Treasurer is hereby authorized to release the remaining escrow of \$688.00 as well as any accrued interest to JOSEPH ZANFARDINO.

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

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

APPROVED:

\_\_\_\_\_  
TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-143**

**AWARD CONTRACT FOR SOLID WASTE COLLECTION**

**WHEREAS**, the Borough of Park Ridge advertised for the receipt of bids for the provision of solid waste collection and recyclable collection services, with options, in accordance with the of New Jersey Uniform Bid Specifications for Solid Waste Collection Contracts for Municipalities that Contract for Solid Waste Collection; and

**WHEREAS**, said bids were received on April 12, 2016 pursuant to said solicitation for bids; and

**WHEREAS**, two bids were received with a summary of said bids attached to this resolution; and

**WHEREAS**, after reviewing the two bids, it is clear that the lowest bidder was Interstate Waste Services of New Jersey, Inc., of Teaneck, New Jersey, a copy of said bid response attached hereto; and

**WHEREAS**, after considering all aspects of the responses to the various options contained in the bid specifications by the low bidder, including, but not limited to the impact on Borough equipment, the time and effort required by Borough employees, and the potential for increases in disposal costs in future years the Mayor and Borough Council of the Borough of Park Ridge have determined to award a five (5) year contract commencing on June 1, 2016 to Interstate Waste Services of New Jersey, Inc. for Option 2(B)(1) as provided in the bid specifications; and

**WHEREAS**, the Borough is not permitted to continue to dispose of its Number 13 solid waste currently collected at the Borough Sulak Lane Compactor facility at the Bergen County Utility Authority designated site, however, the low bidder has agreed to accept said number 13 solid waste at its disposal facility at a cost of Seventy Dollars (\$70.00) per ton; and

**WHEREAS**, the Borough Attorney has reviewed said bid submission and deemed it acceptable and in accordance with State law; and

**WHEREAS**, the Borough Administrator has coordinated a review of this bidder's references and deemed said results acceptable; and

**WHEREAS**, the Chief Financial Officer has certified that funds for the 2016 calendar year have been budgeted in account No. 6-01-26-305-000-256 and that for the succeeding budget years said certification is contingent upon the Governing Body making said appropriation in each of those municipal budget years for the total contract amount for Options 2(B)(1) as stated in the aforementioned bid response; and

**WHEREAS**, the MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27 (Exhibit A) is hereby incorporated into this contract and shall be incorporated in full in the said contract.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Park Ridge that the five (5) year contract for the provision the collection of solid waste, including the acceptance of the Borough's No. 13 solid waste from the Borough Sulak Lane facility, be awarded to Interstate Waste Services of New Jersey, Inc. and the Mayor and Borough Clerk are authorized to execute a contract on behalf of the Borough of Park Ridge, said contract to be in the form as approved by the Borough Attorney.

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
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Szot						

APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-144**

**AUTHORIZE POOL STAFF AND SALARIES FOR 2016**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Park Ridge that the Park Ridge Swimming Pool Commission is hereby authorized to hire at the subscribed rates of pay, the following persons in order to operate the Park Ridge Swimming Pool for the 2016 season

**BE IT FUTHER RESOLVED**, that Thomas Bauer is appointed Pool Manager for a period of April 1, 2016 to March 31, 2017 for a sum of \$21,525 to be paid in 5 installments.

Dolly Lewis	1 <sup>st</sup> Assistant Manager	\$30.00/hr
Andrew Lewis	Asst. Mgr.	\$17.60/hr
John Fogarty	Asst. Mgr.	\$17.60/hr
Josh Aronowitez	Asst. Mgr.	\$17.60/hr
	Life Guard Instructor	\$1300/season
Kevin Origoni	Lifeguard	\$15.72/hr
Jamie DiFiore	Lifeguard	\$15.07/hr
Steve Tinghitella	Lifeguard	\$14.15/hr
Claudia Bonvicino	Lifeguard	\$11.58/hr
Mairead Fahy	Lifeguard	\$10.27/hr
	Co-Head Dive Coach	\$600/season
Kyle Conroy	Lifeguard	\$10.27/hr
Belen Healy	Lifeguard	\$11.08/hr
Dana Kennan	Lifeguard	\$11.08/hr
Valerie Laurer	Lifeguard	\$11.08/hr
Christine Kehrli	Lifeguard	\$10.63/hr
Caroline Kehrli	Lifeguard	\$10.63/hr
Joseph Kohn	Lifeguard	\$10.63/hr
Karen Shen	Lifeguard	\$10.63/hr
	Asst. Swim Team Coach	\$450/season
David Dulberg	Lifeguard	\$10.63/hr
Melissa Dulberg	Lifeguard	\$10.63/hr
Ally Raspanti	Lifeguard	\$10.63/hr
Steve Sorrano	Lifeguard	\$10.27/hr
Scott Desmond	Lifeguard	\$10.27/hr
	Asst. Swim Team Coach	\$1100/season
Sean Brennan	Lifeguard	\$10.27/hr
	Head Swim Team Coach	\$1350/season
	Co-Head Dive Team Coach	\$600/season
Kim Conroy	Lifeguard	\$9.91/hr
Preston DeMarco	Lifeguard	\$9.59/hr
Amanda Lauer	Lifeguard	\$9.59/hr
	Asst. Swim Team Coach	\$450/season
Chris Meyer	Lifeguard	\$9.59/hr
Kris Conroy	Lifeguard	\$9.59/hr
Jacqueline Sun	Lifeguard	\$9.59/hr
Patrick Kohn	Lifeguard	\$9.59/hr
Ryan Sorrano	Lifeguard	\$9.59/hr
Alyssa Glynn	Lifeguard	\$9.59/hr
Jason Rosen	Lifeguard	\$9.59/hr
Andrew Rosen	Lifeguard	\$9.59/hr
Mia Barbado	Lifeguard	\$9.59/hr
Matt DiLorenzo	Lifeguard	\$9.59/hr
John Schwartz	Lifeguard	\$8.64/hr
Tara Fahy	Lifeguard	\$8.64/hr
Evan Kinsey	Lifeguard	\$8.64/hr
Kristin Kirwan	Lifeguard	\$8.64/hr
Jen Porkka	Lifeguard	\$11.58/hr

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
Oppelt						
Bertini						
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APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-145**

**POLICE DEPARTMENT  
UNIFORM PURCHASE AND MAINTENANCE ALLOWANCE**

**WHEREAS**, by collective bargaining agreement, members of the Park Ridge Police Department are entitled to annual uniform purchase and maintenance allowances of \$1000.00 per member; and

**WHEREAS**, under separate contractual agreement, the Park Ridge Police Captain is entitled to an annual uniform purchase and maintenance allowance of \$750.00; and

**WHEREAS**, the first payment of \$500.00 is to be made with the first payroll following the adoption of the Municipal Budget and the second payment of \$500.00 is to be made with the first payroll of December; and

**WHEREAS**, appropriations for such expenditures are included in the 2016 Municipal Budget under Police Department, Uniforms 6-01-25-240-000-013.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Park Ridge that the following employees are entitled to said uniform allowance:

Police Department:

Captain Joseph Rampolla (\$750)  
Lieutenant Peter Mauro  
Sergeant Anthony DiBlasi  
Sergeant James M. Babcock

Police Officers:

Michael Albanese  
Michael Babcock  
Kyle Dutcher  
Daniel Hoffmann  
John Gleason  
Michael Lange  
Scott Laughton  
Scott Malloy  
Gerald Powers  
Christopher Puglis  
Gregory Stalb  
Todd Stowe  
John S. Szot  
Gregory Santangelo

**BE IT FURTHER RESOLVED** that the Borough Treasurer be and he is hereby authorized to make said payments according to the aforementioned schedule and to charge said allowances against departmental charge 6-01-25-240-000-013.

Adopted \_\_\_ / \_\_\_ / \_\_\_ on roll call vote as follows:

	Introduced	Seconded	AYES	NAYES	ABSENT	ABSTAIN
Misciagna						
Bosi						
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APPROVED:

TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-146**

**AUTHORIZE 2016 STIPEND PAYMENTS**

**WHEREAS**, the collective bargaining agreement between the Borough of Park Ridge and the Park Ridge Utility Employees Association provides for an annual stipend (prorated for lesser service) for those employees who obtain a W-1 Public Water Distribution system license, a T-1 Public Water Treatment license or a C-1 Public Wastewater Collection System license; and

**WHEREAS**, the collective bargaining agreement between the Borough of Park Ridge and the UPSEU Clerical Staff provides for an annual stipend for those employees who obtain certifications in their respective fields; and

**WHEREAS**, the collective bargaining agreement between the Borough of Park Ridge and the NJ State PBA, Local 206, Park Ridge Unit provides for an annual stipend to those employees in the Investigative Services Bureau;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Park Ridge that the Borough Treasurer is hereby authorized and directed to pay the following employees an annual stipend for having successfully completed the requirements for the following certifications:

<u>EMPLOYEE</u>	<u>LICENSE(S)</u>	<u>STIPEND</u>
James R. Babcock	W-1, T-1	\$ 400
Daniel P. Boyle	W-2, C-2, T-1	\$ 2,400
Paul F. Neumann	W-2, C-2, T-1	\$ 2,400
Jay A. Ottens	C-1	\$333.33
Kenneth C. Reynolds	W-2, C-2, T-2	\$ 2,400
James Leichtnam	Lineman Cert.	\$ 6,000
	Troubleshooter Cert	\$ 1,000
Shane Geanoules	Lineman Cert	\$ 6,000
Slyvestre Jose	Lineman Cert	\$ 6,000
Robert Murken	NEC Electrical Lic.	\$ 700
Elizabeth Maggio	BH Deputy Registrar	\$ 350
Elena Rega	CCO Tech Asst.	\$ 250
P.O. Michael Babcock	Detective	\$ 500

Adopted \_\_\_/\_\_\_/\_\_\_ on roll call vote as follows:

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

APPROVED:

\_\_\_\_\_  
TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016 - 147**

**PAYMENT OF BILLS - BOROUGH**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Park Ridge that the following bills in the sum of \$1,309,947.87 have been approved and that the Mayor, Clerk and Chief Financial Officer are, hereby authorized and directed to issue warrants in payment of same.

Adopted \_\_\_/\_\_\_/\_\_\_ on roll call vote as follows:

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

APPROVED:

\_\_\_\_\_  
TERENCE P. MAGUIRE, MAYOR

Attest:

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

**BOROUGH OF PARK RIDGE  
RESOLUTION NO. 016-148**

**PAYMENT OF BILLS - UTILITY**

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Park Ridge that they are in receipt of the following Board of Public Works Utility bills in the sum of \$ 406,336.42 which were previously approved and authorized for payment by the Board of Public Works Certifying Officer on May 4, 2016.

Adopted \_\_\_/\_\_\_/\_\_\_ on roll call vote as follows:

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

APPROVED:

\_\_\_\_\_  
TERENCE P. MAGUIRE, MAYOR

Attest:

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