

**REGULAR MEETING  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**October 19, 2021**

The Regular Meeting of the Governing Body of the Borough of Bloomingdale was held in the Council Chambers of the Municipal Building (101 Hamburg Tpke) on the above date. Council President, John D'Amato called the meeting to order at 7:04PM.

Council President led the **Salute to the Flag**.

**Official Roll Call:** (taken by the Borough Clerk)

*In Attendance:* Councilman John D'Amato  
Councilman Richard Dellaripa  
Councilman John Graziano  
Councilwoman Dawn Hudson  
Councilman Drew Juhlin (*arrived at 7:28PM*)

Municipal Clerk, Breeanna Smith  
Business Administrator, Michael Sondermeyer  
Borough Attorney, Dawn Sullivan

*Excused:* Councilman Ray Yazdi

*Others present:* DPW Assistant Superintendent, Frank Neuberger  
CFO, Donna Mollineaux  
Assistant to the CFO, Mike Yazdi

**PUBLIC NOTICE STATEMENT**

**Councilman D'Amato stated:** *This Meeting is called pursuant to the provisions of the Open Public Meetings Law. Adequate notice of this meeting was advertised in the Herald News on April 1, 2021; copies were provided to the local news media and posted continuously in the Municipal Building. A copy of this notice is available to the public and is on file in the office of the Municipal Clerk.*

*Per State Fire Code, I am required to acknowledge that there are two emergency exits in this Council Chambers. The main entrance which you entered through and a secondary exit to the left of where I am seated. If there is an emergency, walk orderly to the exits, exit through the door, down the stairs and out the building. If there are any questions, please raise your hand now.*

**EARLY PUBLIC COMMENT:**

Motion was made by HUDSON to open the meeting for public comment; seconded by GRAZIANO and carried on voice vote all voting AYE. Since there was no one who wished to speak, GRAZIANO made a motion to close public comment, second by HUDSON & carried on voice vote all members voting AYE, none were opposed.

**REPORTS (PROFESSIONALS, DEPT HEADS, COMMITTEES, LIAISONS, MAYOR):**

**Business Administrator, Michael Sondermeyer:**

- *Damage at the WTB school (tire marks on the field), police identified the party responsible for damages. The responsible party contracted with the Borough and will be paying for the damages via a payment plan.*

- *There is need for a certified Court Administrator, resumes have been received. Mike & the Municipal Judge will begin the interview process. If needed the Gov Ops committee may join the interviews. A resolution for hire will be on a future agenda*
- *Construction Department Updates*
  - *staffing conversations have begun – need to plan to ensure proper staffing upon employee retirements*
  - *looking into software to upgrade the permitting procedure*
- *Department of Public Works*
  - *2022 Staffing needs (report submitted to council) 4 additional laborers (full time) & internal promotions to fill in positions of those who retired including adding a back-up equipment operator. When the employee is not operating equipment, they fill duties of a laborer and shared service obligations (street sweeping)*
  - *Need for a DPW secretary – discussion if there was possibility of a full-time person to split roles in the construction dept & DPW*
  - *Frank Neuberger suggested the Borough may receive more applicants (laborers) if the position is advertised as Full Time rather than Part Time, during the last interview process only 6 were received*
  - *Review of potential software upgrade for DPW (computerized management system for maintenance & operation processes); brief discussion followed by council – regarding cost, types of software, user access, functions of the program, work orders, possible need of tablets for use & overall efficiency of the department.*
- *Natalie Court – Emergency entrance*
  - *Company coming this week to provide a quote to create the entrance*
- *WTB light – it was determined there may be an issue with the breaker, it will be replaced on Friday if this isn't the case it may be the actual light on the pole*
- *Ordinance Review Committee is actively working on recommendations for council to consider regarding the solid waste regulations*
- *Halloween Dance is cancelled / there will be a Trunk or Treat*

**Municipal Clerk, Breeanna Calabro:**

- *In-person early voting in NJ is beginning October 23<sup>rd</sup> – October 30<sup>th</sup>, 2021 hours are Monday-Saturday 10AM – 8PM. Sunday 10AM-6PM. Passaic County residents are welcome to vote at any one of the early voting locations: Clifton - Clifton Public Library, Haledon Recreation Center, Passaic - Municipal Building, Paterson - Fire Department Headquarters, Paterson - The Islamic Center Passaic County, Wanaque - Passaic County Community College Wanaque Campus, Wayne - Wayne Main Library, West Milford - Municipal Building & Woodland Park - West Paterson Boys and Girls Club. The county has updated the voting equipment both the Municipal Clerk & Deputy Clerk will be trained on the new machines. There is video posted on the Borough webpage as well.*

**Acting Mayor, John D'Amato:**

- *WTB 50-year celebration*
- *Street dedication of Knolls Road / Reeve Ave – “Nancy Dale Lane” who was Bloomingdale’s master boardworker of elections for 20 years and dedicated member of the Bloomingdale community **November 21st***
- *October 24 – Trunk or Treat Police & Fire Departments will be participating as well*
- *Hamilton Street Improvement project update*
- *Union Ave Improvement project is near completion*
- *Bids were received for Andrews Place Improvement project– the contract will be awarded on November 1*

**PRESENTATION**

**BBYC – Butler/ Bloomingdale Community Organization**  
**2<sup>nd</sup> Annual Butler/ Bloomingdale Toy Drive**  
**(Linda Bennett & Kim Robinson-Juhlin)**

*The BBYC will be hosting a holiday toy drive for both Butler & Bloomingdale communities for families in need this upcoming holiday season. The drive was a great success last year; Linda & Kim are seeking the Council's support to move forward with the drive. The Council unanimously supported their efforts & will assist in any capacity they can.*

## **CONSENT AGENDA**

*(Adoption of Resolutions No. 2021-10.20 – 2021-10.32)*

**Discussion:** Mayor congratulated & thanked those who are retiring for their dedicated service to the Borough. Thanked members of the Fire Department & Gretchen Whaley for joining the Rec commission

**Motion:** Dawn Hudson

**Second:** Richard Dellaripa

**Roll Call Vote:** D'AMATO (YES), DELLARIPA (YES), GRAZIANO (YES), HUDSON (YES), JUHLIN (YES)

### **RESOLUTION NO. 2021-10.20 OF THE GOVERNING BODY OF THE BOROUGH OF BLOOMINGDALE**

*Accepting, Approving and/or Adopting the Consent Agenda of the  
October 19, 2021 Regular Meeting*

**WHEREAS**, the Borough Council of the Borough of Bloomingdale has determined that to increase efficiency, the Consent Agenda shall be adopted with one resolution, and

**NOW THEREFORE BE IT RESOLVED**, that the following resolutions, placed on this agenda by consent, require no discussion and the same having been previously reviewed by each Governing Body member, be and are hereby adopted in their entirety by the Council of the Borough of Bloomingdale.

- A. **Motion to approve Fire Department Member:** Michael Peschetti
- B. **Motion to remove active fire member:** Ethan Lindemulder
- C. **Tax Office:**
  - **Resolution No. 2021-10.21:** Authorizing Electronic Tax Sale
  - 1. **Resolution No. 2021-10.22:** Tax Sale Agreement (Real Auction)
  - 2. **Resolution No. 2021-10.23:** Tax Sale Notice Fees
  - 3. **Resolution No. 2021-10.24:** TTL Redemption (5050/26)
- D. **Employee Retirements:**
  - 1. **Resolution No. 2021-10.25:** Accept Notice of Retirement & Authorize Exit Agreement (R. Ressler)
  - 2. **Resolution No. 2021-10.26:** Accept Notice of Retirement & Authorize Exit Agreement (A. Allegrino)
  - 3. **Resolution No. 2021-10.27:** Authorize Exit Agreement (M. DePascale)
  - 4. **Resolution No. 2021-10.28:** Authorize Exit Agreement (P. Muter)
- E. **Resolution No. 2021-10.29:** Corrective Action Plan FY2020
- F. **Resolution No. 2021-10.30:** 2021 Employee Handbook / Personnel Policies
- G. **Resolution No. 2021-10.31:** 2021 Best Practices Inventory
- H. **Resolution No. 2021-10.32:** Appointment of Recreation Commissioner (G. Whaley)

### **RESOLUTION NO. 2021-10.21 OF THE GOVERNING BODY OF THE BOROUGH OF BLOOMINGDALE**

*Authorizing Electronic Tax Sale*

**WHEREAS**, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Government Services, and

**WHEREAS**, the Director of the Division of Local Government Services has approved NJ Tax Lien Investors/RealAuction.com to conduct electronic tax sales, and

**WHEREAS**, an electronic tax sale is innovative and provides a greater pool of potential lien buyers, thus creating the environment for a more complete tax sale process, and

**WHEREAS**, the Borough of Bloomingdale wishes to participate in an electronic tax sale.

**NOW, THEREFORE, BE IT RESOLVED**, by the Governing Body of the Borough of Bloomingdale, New Jersey, that the Tax Collector is hereby authorized to participate in the 2021 electronic tax sale and submit same to the Director of the Division of Local Government Services if necessary.

**RESOLUTION NO. 2021-10.22  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION OF THE BOROUGH OF BLOOMINGDALE, COUNTY OF PASSAIC  
AND STATE OF NEW JERSEY APPROVING AND AUTHORIZING AN AGREEMENT  
BETWEEN THE BOROUGH AND REALAUCTION.COM LLC TO CONDUCT  
ELECTRONIC TAX SALES**

**WHEREAS**, N.J.S.A. 54:5-19.1 authorizes the Borough of Bloomingdale to conduct electronic tax sales pursuant to rules and regulations to be promulgated by the Division of Local Government Services; and

**WHEREAS**, the Division of Local Government Services, Department of Community Affairs of the State of New Jersey (hereinafter "DCA"), pursuant to N.J.S.A. 54:5-19.1(c) adopted regulations N.J.A.C. 5:33-1.1 (the 'New Regulations') governing electronic tax sales of Tax Certificates, effective as of January 2, 2018, and New Regulations have been further clarified by Local Finance Notice 2018-08; and

**WHEREAS**, the Borough of Bloomingdale wishes to enter into a contract with the said approved vendor without public bid since NJTaxlieninvestor.com/Realauction.com is the only approved vendor at this time; at a total amount not to exceed \$1,000; and

**WHEREAS**, funds are available for this purpose as evident in the annexed certification from the Chief Financial Officer.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Bloomingdale, in the County of Passaic, and State of New Jersey as follows:

1. The Mayor and Borough Clerk are hereby authorized and directed to execute the Agreement between the Borough of Bloomingdale and Realauction.com LLC.
2. A copy of this resolution shall be provided to the Borough Finance Department and Realauction.com, LLC, for their information and guidance.

This Resolution shall take effect immediately.

**RESOLUTION NO. 2021-10.23  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

*Authorizing Electronic Tax Sale Notice Fees*

**WHEREAS**, NJSA 54:5-19.1 authorizes electronic tax sales pursuant to rules and regulations to be promulgated by the Director of the Division of Local Government Services, and

**WHEREAS**, the rules and regulations require a municipality to send two (2) notices of tax sale to all properties included in said sale; and

**WHEREAS**, the rules and regulations allow said municipality to charge a fee of \$25.00 per notice for the creation, printing and mailing of said notice; and

**WHEREAS**, in an effort to more fairly assign greater fiscal responsibility to delinquent taxpayers, the Borough of Bloomingdale wishes to charge \$25.00 per notice mailed which will be assessed specifically to the delinquent accounts that are causing the need for a tax sale and not to the general tax base.

**BE IT RESOLVED** by the Council of the Borough of Bloomingdale that a fee of \$25.00 per notice be established and is hereby authorized and directed to be charged for each notice of tax sale that is sent in conjunction with the 2021 electronic tax sale.

**RESOLUTION NO. 2021-10.24  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

*Authorizing Redemption and Cancellation of Tax Title Lien Certificate #17-00015*

**WHEREAS**, the Governing Body (“Governing Body”) of the Borough of Bloomingdale (“Borough”) finds and declares that, at the Borough Tax Sale held on November 29, 2018 a lien was sold on, 59 Hillside Drive, Bloomingdale, for delinquent year 2017 Tax, and

**WHEREAS**, the Governing Body further finds and declares that the foregoing property is also known as Block 5050, Lot 26, owned by Jeffrey Falk & Andrea Horn; and

**WHEREAS**, the Governing Body further finds and declares that the foregoing lien which was sold to SUNSHINE ST CERTVII/BANKUNITED for a premium of \$35,200.00 and

**WHEREAS**, the Governing Body further finds and declares that for 59 Hillside Drive, the Owner, Jeffrey Falk, has requested redemption of TTL #17-00015, and

**WHEREAS**, the Governing Body further finds and declares that, the owner, Jeffrey Falk, has paid all monies, to the Borough of Bloomingdale;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Bloomingdale that the Borough Treasurer be and is hereby authorized to issue checks in the amount of \$65,375.18 for the lien redemption and \$35,200.00 for the premium, be made payable to SUNSHINE ST CERTVII/BANKUNITED, 7900 Miami Lakes Drive West, Miami Lakes, FL 33016 for the redemption and cancellation of Tax Title Lien Certificate #17-00015

1099 = \$18,008.04

**RESOLUTION NO. 2021-10.25  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION FORMALLY ACCEPTING NOTIFICATION OF RETIREMENT FROM  
LIEUTENANT ROBERT RESSLAND OF THE BLOOMINGDALE POLICE**

**DEPARTMENT & AUTHORIZING EXIT AGREEMENT ('AGREEMENT & RELEASE')  
FOR SAME**

**WHEREAS**, Lieutenant Robert Ressler is employed by the Borough of Bloomingdale Police Department; and

**WHEREAS** the Chief of Police, Joseph Borell, Public Safety Committee, and Borough Administrator have received formal notification from Lieutenant Robert Ressler of his intent to retire effective December 31, 2021; and

**WHEREAS** Robert Ressler will submit an application for Retirement Allowance to the New Jersey Division of Pensions and Benefits; and

**WHEREAS**, upon submission of the retirement application, the Borough Treasurer is hereby authorized to submit the Certification of Service and Final Salary of Robert Ressler to the Division of Pensions and Benefits; and

**WHEREAS**, accordingly, the Borough of Bloomingdale and Robert Ressler desire to enter into an 'Agreement and Release' through which all terms and conditions of Robert Ressler's retirement shall be addressed; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Bloomingdale, in the County of Passaic, and State of New Jersey formally accepts notice of resignation/retirement of Lieutenant Robert Ressler effective December 31, 2021; and authorizes the Acting Mayor to execute the 'Agreement & Release' between the Borough of Bloomingdale and Robert Ressler; and

**BE IT FURTHER RESOLVED** the Acting Mayor and Borough Council extends gratitude to Lieutenant Robert Ressler for his dedicated service to the Borough of Bloomingdale's Police Department.

**RESOLUTION NO. 2021-10.26  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION FORMALLY ACCEPTING NOTIFICATION OF RETIREMENT FROM  
AL ALLEGRINO, LABORER FOR THE BLOOMINGDALE DEPARTMENT OF  
PUBLIC WORKS & AUTHORIZING EXIT AGREEMENT ('AGREEMENT &  
RELEASE') FOR SAME**

**WHEREAS**, Al Allegrino is employed by the Borough of Bloomingdale as an equipment operator for the Department of Public Works; and

**WHEREAS** the Borough Administrator have received formal notification on October 10, 2021 from Al Allegrino of his intent to retire effective December 31, 2021; and

**WHEREAS** Al Allegrino will submit an application for Retirement Allowance to the New Jersey Division of Pensions and Benefits; and

**WHEREAS**, upon submission of the retirement application, the Borough Treasurer is hereby authorized to submit the Certification of Service and Final Salary of Al Allegrino to the Division of Pensions and Benefits; and

**WHEREAS**, accordingly, the Borough of Bloomingdale and Al Allegrino desire to enter into an 'Agreement and Release' through which all terms and conditions of Al Allegrino's retirement shall be addressed; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Bloomingdale, in the County of Passaic, and State of New Jersey formally accepts notice of resignation/retirement of Al Allegrino effective December 31, 2021; and authorizes the Acting Mayor to execute the 'Agreement & Release' between the Borough of Bloomingdale and Al Allegrino; and

**BE IT FURTHER RESOLVED** the Acting Mayor and Borough Council extends gratitude to Al Allegrino for his dedicated service to the Borough of Bloomingdale's Department of Public Works.

**RESOLUTION NO. 2021-10.27  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION OF THE BOROUGH OF BLOOMINGDALE, COUNTY OF  
PASSAIC AND STATE OF NEW JERSEY APPROVING AND  
AUTHORIZING EXIT AGREEMENT (AGREEMENT & RELEASE)  
BETWEEN THE BOROUGH OF BLOOMINGDALE AND MAUREEN  
DEPASCALE**

**WHEREAS**, Maureen Depascale's is scheduled to retire effective December 31, 2021 from the Borough of Bloomingdale; and

**WHEREAS**, Borough Council formally accepted notification of Maureen DePascale's retirement on October 5, 2021 (Resolution No. 2021-10.6); and

**WHEREAS**, accordingly, the Borough of Bloomingdale and Maureen Depascale desire to enter into an Agreement and Release through which all terms and conditions of Maureen Depascale's retirement shall be addressed.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Bloomingdale, in the County of Passaic, and State of New Jersey hereby authorizes the Acting Mayor to execute the Agreement and Release between the Borough of Bloomingdale and Maureen Depascale.

**RESOLUTION NO. 2021-10.28  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION OF THE BOROUGH OF BLOOMINGDALE, COUNTY OF  
PASSAIC AND STATE OF NEW JERSEY APPROVING AND  
AUTHORIZING EXIT AGREEMENT (AGREEMENT & RELEASE)  
BETWEEN THE BOROUGH OF BLOOMINGDALE AND PHYLLIS  
MUTER**

**WHEREAS**, Phyllis Muter is scheduled to retire effective December 31, 2021 from the Borough of Bloomingdale; and

**WHEREAS**, Borough Council formally accepted notification of Phyllis Muter's retirement on October 5, 2021 (Resolution No. 2021-10.5); and

**WHEREAS**, accordingly, the Borough of Bloomingdale and Phyllis Muter desire to enter into an Agreement and Release through which all terms and conditions of Phyllis Muter's retirement shall be addressed.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Bloomingdale, in the County of Passaic, and State of New Jersey hereby authorizes the Acting

Mayor to execute the Agreement and Release between the Borough of Bloomingdale and Phyllis Muter.

**RESOLUTION NO. 2021-10.29  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

***Resolution Approving the Corrective Action Plan for FY2020***

**WHEREAS**, all municipalities operating under the Local Fiscal Affairs Law must prepare and submit a Corrective Action Plan as part of their annual audit process; and

**WHEREAS**, the Borough of Bloomingdale has by Resolution accepted the FY2020 audit as prepared and presented by the Borough Auditors; and

**WHEREAS**, Donna M. Mollineaux, the Chief Financial Officer for the Borough of Bloomingdale has prepared a Corrective Action Plan to address the findings and recommendations in the FY2020 audit report, including state, federal, and general findings as well as the status of all prior year findings and recommendations; and

**WHEREAS**, copies of same have been presented to the Mayor and Council;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Bloomingdale does hereby approve the attached hereto, Corrective Action Plan for the FY2020 Audit Report, as prepared and recommended by the Chief Financial Officer, and direct the appropriate municipal officials to undertake its immediate implementation. The Municipal Clerk is hereby directed to submit the approved Corrective Action Plan to the Division of Local Government Services.

***Record of Council Vote on Passage***

COUNCIL PERSON	AYE	NAY	Abstain	Absent	COUNCIL PERSON	AYE	NAY	Abstain	Absent
D'Amato	X				Hudson	X			
Dellaripa	X				Juhlin	X			
Graziano	X				Yazdi				X

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Governing Body of the Borough of Bloomingdale at an Official Meeting held on October 19, 2021.

\_\_\_\_\_  
Breeanna Smith, RMC  
Municipal Clerk, Borough of Bloomingdale



**CORRECTIVE ACTION PLAN 2020**  
**Borough of Bloomingdale**  
**Passaic County, NJ**

1. **RECOMMENDATION-** That departmental collection procedures be reviewed for the Animal Control, the Senior Citizen Center and the CCO Inspector to ensure compliance with deposit provisions of N.J.S.A. 40A:5-15.

**CORRECTIVE ACTION-** The Assistant to the CFO and the CFO will continue to work with the departments for compliance.

**RESPONSIBILITY OF THE ACO, SENIOR CITIZEN, CCO Inspector AND THE FINANCE OFFICE**

**IMPLEMENTATION DATE:** Immediately and ongoing

2. **RECOMMENDATION-** That the date of collection by the Senior Citizen Center be posted in the cash receipts books and that all applications for senior citizen trips be available for audit review.

- That all fees collected by the Senior Citizen Center be identified as to source in the cash receipts book.
- That applications for senior citizen trips be available for audit review.

**CORRECTIVE ACTION-** We will meet with the Senior Citizen Coordinator and review the cash receipts book and the Assistant CFO will follow up on a monthly basis.

**RESPONSIBILITY OF THE SENIOR CITIZEN COORDINATOR AND THE FINANCE OFFICE**

**IMPLEMENTATION DATE:** Immediately and Ongoing

3. **RECOMMENDATION-** That the general ledger establish and maintain control accounts for taxes receivable.

**CORRECTIVE ACTION-** The CFO will work with the Tax Collector for proper reporting and posting to ensure compliance.

**RESPONSIBILITY OF THE TAX COLLECTOR AND CFO**

**IMPLEMENTATION DATE:** Ongoing

4. **RECOMMENDATION-** That certain Federal and State Grants be reviewed, and appropriate action taken as to their disposition.

**CORRECTIVE ACTION-** The Finance Office has been and will continue to dispose of aged grants receivable and reserves.

**RESPONSIBILITY OF THE FINANCE DEPARTMENT**

**IMPLEMENTATION DATE:** Ongoing

**RESOLUTION NO. 2021-10.30  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION OF THE BOROUGH OF BLOOMINGDALE, COUNTY OF  
PASSAIC, STATE OF NEW JERSEY AUTHORIZING ADOPTION OF A  
NEW EMPLOYEE HANDBOOK AND PERSONNEL POLICIES AND  
PROCEDURES MANUAL**

**WHEREAS**, the Borough is a member of the Municipal Excess Liability Joint Insurance Fund (“MEL”); and

**WHEREAS**, the MEL periodically reviews its model Employee Handbook and model Policy and Procedures Manual to ensure that they comply with the current state of the laws of New Jersey; and

**WHEREAS**, based upon the most recent review, the MEL completely revised the model Policies and Procedures Manual and model Employee Handbook; and

**WHEREAS**, the Borough Attorney has combined the MEL’s Policies and Procedures Manual and model Employee Handbook with the current Borough Employee Handbook & Policies and Procedures Manual; and

**WHEREAS**, the Borough Council has reviewed the revised Employee Handbook & Policies and Procedures Manual with the Borough Attorney and determined that it is in the best interest of the Borough to adopt same

**NOW THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Bloomingdale, in the County of Passaic, State of New Jersey as follows:

1. The Borough of Bloomingdale Employee Handbook & Policies and Procedures Manual, incorporating the MEL model Policies and Procedures Manual an MEL model Employee Handbook, is hereby adopted;
2. The Borough Clerk shall distribute copies of the Employee Handbook to all employees, elected officials and volunteers via electronic mail or hard copy if requested.
3. The Borough Clerk shall retain a copy of the Employee Handbook & Policies and Procedures Manual for review by any employee, elected official, or volunteer.

**BE IT FURTHER RESOLVED**, that the Borough Clerk is hereby authorized to take the necessary steps to incorporate these amendments as part of the Employee Handbook & Policies and Procedures Manual effective immediately.

**RESOLUTION NO. 2021-10.31  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**2021 Municipal Best Practices Inventory**

**WHEREAS**, The Department of Community Affairs, Division of Local Government Services requires municipality to complete the Best Practice Inventory; and

**WHEREAS**, the Borough of Bloomingdale has complied with the request to complete the Best Practice Inventory Worksheet; and

**WHEREAS**, the Chief Administrative Officer (Michael Sondermeyer) and the Chief Financial Officer (Donna M Mollineaux) of every municipality must both certify the inventory using the Online FAST platform; and

**WHEREAS** the Municipal Clerk must certify that the Inventory and the results will be discussed at a public meeting; and

**NOW, THEREFORE BE IT RESOLVED** that the Borough of Bloomingdale's Best Practice Inventory Worksheet has been reviewed by the Governing Body at public meeting held on October 19, 2021; submitted to the Division by the required November 3, 2021 due date, and that the Business Administrator, Chief Financial Officer and Municipal Clerk are hereby authorized to prepare the necessary certifications.

**RESOLUTION NO. 2021-10.32  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

*Appointment of Recreation Commissioner*

**BE IT RESOLVED** by the Borough Council of the Borough of Bloomingdale, that they do provide, advice and consent to the appointment of the following to the Recreation Commission:

Recreation Member    2 years unexpired (expiring 12/31/22)                      Gretchen Whaley

**PENDING ITEMS:**

**A. Second/Final Reading & Public Hearing:**

*Ordinance No. 24-2021: Amending Ch. 2-80 (EDC Banner Fee)*

The Municipal Clerk, Breeanna Smith, read the Public Notice statement.

Councilman DELLARIPA moved that the Ordinance be read by title; seconded by HUDSON and carried on voice vote – all members present voting AYE

The Municipal Clerk read the following Ordinance by title:

**ORDINANCE NO. 24-2021  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**AN ORDINANCE OF THE BOROUGH OF BLOOMINGDALE, IN THE COUNTY OF PASSAIC AND STATE OF NEW JERSEY, AMENDING CHAPTER 2 "ADMINISTRATION", ARTICLE VIII "POLICIES AND PROCEDURES", SECTION 2-80 "FEES CHARGED FOR MUNICIPAL SERVICES" OF THE CODE OF THE BOROUGH OF BLOOMINGDALE**

**WHEREAS**, the Borough Code currently sets forth certain fees for municipal services; and

**WHEREAS**, the Bloomingdale Economic Development Commission ('EDC') administers a banner program to promote local businesses and the Borough's downtown; and

**WHEREAS**, there is a need to increase the amount of the fee to cover the cost of production; and

**NOW THEREFORE BE IT ORDAINED**, by the Council of the Borough of Bloomingdale, in the County of Passaic, and State of New Jersey, as follows:

**SECTION 1.** Chapter 2 "Administration", Article VIII "Policies and Procedures", Section 2-80 "Fees Charged for Municipal Services" shall be amended as follows:

§2-80 Fees Charged for Municipal Services.

**kk. EDC Banners**

**\$250.00**

All other portions of this Section remain unchanged.

**SECTION 2.** All ordinances or parts of ordinances of the Borough of Bloomingdale inconsistent herewith are repealed to the extent of such inconsistency.

**SECTION 3.** If any section, subsection, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid by any court or competent jurisdiction, such decision shall not affect the remaining portion of this Ordinance.

**SECTION 4.** This law shall take effect immediately upon final passage, approval and publication as required by law.

**Comments:**

The introduced ordinance inaccurately stated, 'Bloomingdale Economic Development Committee'; the adopted ordinance has been revised to correctly identify the board as 'Bloomingdale Economic Development Commission'.

**Public Hearing:**

At this time GRAZIANO made a motion to open the Public Hearing for comment; seconded by DELLARIPA and carried on a voice vote all voting AYE. Since there was no one who wished to speak HUDSON made a motion to close the public hearing; motion was seconded by GRAZIANO and carried on voice vote all members voting AYE; none were opposed.

**Adoption:**

GRAZIANO made motion for adoption; the motion was seconded by DELLARIPA and carried per the following roll call vote: DELLARIPA (YES), GRAZIANO (YES), HUDSON (YES), JUHLIN (YES), D'AMATO (YES)

**NEW BUSINESS:**

**A. Introduction of Ordinance No. 2021-26: Amend Ch 92 Zoning (Central Shippee)**  
*no action was taken; this item will be listed on a future agenda*

**B. Adoption of Resolution No. 2021-10.33**

**Motion:** Dawn Hudson

**Second:** Rich Dellaripa

**Roll Call:** GRAZIANO (YES), HUDSON (YES), JUHLIN (YES), D'AMATO (YES), DELLARIPA (YES)

**RESOLUTION NO. 2021-10.33  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION OF THE BOROUGH OF BLOOMINGDALE, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING CHANGE ORDER #1 FOR THE CONTRACT FOR THE HAMILTON STREET ROAD, WATER MAIN, AND SANITARY SEWER IMPROVEMENTS PROJECT BETWEEN THE BOROUGH OF BLOOMINGDALE AND REGAL UTILITY SERVICES, INC.**

**WHEREAS,** the Borough of Bloomingdale and Regal Utility Services, Inc., have entered into a contract in the amount of **\$835,986.77** for the Hamilton Street Road, Water Main, and Sanitary Sewer Improvements Project; and,

**WHEREAS,** it has been recommended by the Borough Engineer, Thomas A. Boorady of Darmofalski Engineering Associates, Inc., that certain changes to this contract are necessary &

were unknown or unforeseen at the time of plan preparations. The additional work includes: *drainage inlet, 1.5 inch water service, and sanitary lateral house connection*

<u>Non-Contract Work Items</u> – (unforeseen work within project limits)	Additional Cost
Change Order #1	\$ 12,480.00
<b>Total Net Change Order:</b>	<b>\$ 12,480.00</b>
<b>Percentage Increase:</b>	<b>1.49%</b>

; and

**WHEREAS**, the original contract amount was **\$835,986.77**; the amended contract amount based upon Change Order #1 is \$848,466.77 which is 1.49% increase from the original contract amount; and,

**WHEREAS**, in accordance with N.J.A.C. 5:30-11.3, the change orders have not caused the originally awarded contract price to be exceeded by more than 20 percent; and,

**WHEREAS**, the Borough Engineer, Thomas A. Boorady of Darmofalski Engineering Associates, Inc., has reviewed the change order and recommended to the Governing Body that it modify its agreement with Regal Utility Services, Inc., subject to the certification of funds, as a result of the above-referenced changes of condition which have occurred on the project and as detailed in the Borough Engineer's email Memorandum, dated October 6, 2021; and,

**WHEREAS**, Borough Chief Financial Officer has certified the funds in the annexed certification; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Bloomingdale, in the County of Passaic and State of New Jersey, that Change Order #1 is hereby approved in the contract between the Borough of Bloomingdale and Regal Utility Services, Inc. as follows:

Original Contract	\$ 835,986.77
Change Order #1	\$ 12,480.00
<b>New Contract Total:</b>	<b>\$ 848,466.77</b>

Increase 1.49%

This Resolution will take effect immediately upon approval and certification of funds.

**C. Adoption of Resolution No. 2021-10.34**

**Motion:** Rich Dellaripa

**Second:** Dawn Hudson

**Roll Call:** HUDSON (YES), JUHLIN (YES), D'AMATO (YES\*), DELLARIPA (YES), GRAZIANO (YES)

*[\*D'AMATO – recused from items for vendor 01463 DARMOFALSKI ENGINEERING]*

**RESOLUTION NO. 2021-10.34  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

*Authorizing Payment of Municipal Obligations*

**WHEREAS**, the Governing Body (“Governing Body”) of the Borough of Bloomingdale (“Borough”) finds and declares that certain municipal obligations have come due and are now payable; and

**WHEREAS**, the Governing Body further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby deemed part of this Resolution;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Bloomingdale does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Borough Treasurer, from the following accounts and in the following amounts:

<u>BILLS LIST</u>		<u>PREPAID LIST</u>	
CURRENT	3,229,164.07	CURRENT	442,844.95
UTILITY	74,916.50	UTILITY	19,187.05
CAPITAL	127,987.34	OPEN SPACE	00.00
UTILITY CAPITAL	40,303.20	TRUST ACCOUNT	00.00
TRUST	110,293.73	RECYCLING	00.00
DOG	2,782.88	DOG TRUST	00.00
RECREATION	15,424.22	UNEMPLOYMENT	62.24 ROSE
FUND	2,188.42	CAPITAL	00.00
RECYCLING	00.00	WATER CAPITAL	00.00
UNEMPLOYMENT	00.00	RECREATION	2,690.00
AFFORDABLE HOUSING	378.00	CAPITAL ASSESSMENT	00.00
<b>TOTAL</b>	<b>3,603,438.36</b>	<b>TOTAL</b>	<b>464,784.24</b>

**D. Adoption of Resolution No. 2021-10.35**

**Discussion:** *This item of business relates to the installation of salt shed at the DPW yard & is recommended by the Borough Engineer. A future agenda will have a resolution authorizing soil testing in the area.*

**Motion:** Rich Dellaripa

**Second:** John Graziano

**Roll Call:** JUHLIN (YES), D’AMATO (YES), DELLARIPA (YES), GRAZIANO (YES), HUDSON (YES)

**RESOLUTION NO. 2021-10.35  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION OF THE BOROUGH OF BLOOMINGDALE, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES AGREEMENT WITHOUT COMPETITIVE BIDDING TO DMC ASSOCIATES, INC. FOR LAND SURVEYING SERVICES (DPW YARD 188 UNION AVENUE 5105/51)**

**WHEREAS**, the Borough has appointed DMC Associates, Inc. as the Borough’s Land Surveyor; and

**WHEREAS**, there exists a need for a survey of the Bloomingdale DPW yard; and

**WHEREAS** the Borough wishes to retain DMC Associates, Inc. to prepare the survey in accordance with their proposal dated October 11, 2021; and

**WHEREAS**, funds are available for this purpose as evidenced in the annexed certification of funds in an amount not to exceed \$1,950.00; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. §40A:11-1 *et seq.*, requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Bloomingdale, in the County of Passaic, and State of New Jersey, as follows:

**Section 1.** This contract with DMC Associates, Inc. is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. §40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

**Section 2.** DMC Associates, Inc. shall provide land surveying services as set forth in the proposal dated October 11, 2021 at a cost not to exceed \$1,950.00.

**Section 3.** A notice of this action shall be printed once in the legal newspaper of the Borough of Bloomingdale as required by law.

**Section 4.** A copy of this Resolution shall be provided to Donna Mollineaux, Chief Financial Officer, and to DMC Associates, Inc. of 211 Main Street, Butler, NJ 07405 for their information and guidance.

This Resolution shall take effect immediately.

**E. Adoption of Resolution No. 2021-10.36**

**Motion:** Dawn Hudson

**Second:** Rich Dellaripa

**Roll Call:** D'AMATO (YES), DELLARIPA (YES), GRAZIANO (YES), HUDSON (YES), JUHLIN (YES)

**RESOLUTION NO. 2021-10.36  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**A RESOLUTION OF THE BOROUGH OF BLOOMINGDALE, IN THE  
COUNTY OF PASSAIC AND STATE OF NEW JERSEY, AUTHORIZING  
A CONTRACT WITH RIO SUPPLY, INC. THROUGH THE MORRIS  
COUNTY COOPERATIVE PRICING COUNCIL (6MOCCP) MCCPC  
CONTRACT #47**

**WHEREAS**, the Borough of Bloomingdale, pursuant to N.J.S.A. 40A:11-11 and N.J.A.C. 5:34-7.3 *et seq.* may, by Resolution and without advertising for bids, purchase any goods or services through the Morris County Cooperative Pricing Council (6MOCCP), which has been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Borough of Bloomingdale has a need for water meters; and

**WHEREAS**, Rio Supply, Inc. of 100 Allied Parkway, Sicklerville, New Jersey 08081, has been awarded MCCPC contract #47 for water meters under the Morris County Cooperative Pricing Council (6MOCCP); and

**WHEREAS**, the Business Administrator and DPW Assistant Superintendent recommend the utilization of this contract on the grounds as the best means available to obtain the supplies described herein; and

**WHEREAS**, the contract shall not exceed the amount of \$38,592.00; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Bloomingdale, County of Passaic and State of New Jersey as follows:

1. The Borough of Bloomingdale hereby authorizes the contract for water meters, under the Morris County Cooperative Pricing Council (6MOCCP).

2. The total fee authorized for this contract shall not exceed \$38,592.00 without the prior written approval of the Borough Council.

3. The Council President/Acting Mayor, Borough Clerk and/or such other officials as is necessary and proper are hereby authorized to execute documents necessary to implement this Resolution.

4. A copy of this resolution shall be provided to the Finance Department and Rio Supply, Inc. for their information and guidance.

This Resolution shall take effect immediately.

### **LATE PUBLIC COMMENT**

HUDSON opened the meeting to late public comment; seconded by DELLARIPA and carried on voice vote, all in favor voting AYE. Since there was no one who wished to speak GRAZIANO moved that it be closed; second by DELLARIPA and carried on voice vote all members voting (AYE), none were opposed.

### **EXECUTIVE SESSION**

**(Entered @ 7:59PM)**

**Motion:** Dawn Hudson

**Second:** Rich Dellaripa

**Voice Vote:** all in favor voting 'AYE'

### **RESOLUTION NO. 2021-10.37 OF THE GOVERNING BODY OF THE BOROUGH OF BLOOMINGDALE**

#### **MOTION FOR EXECUTIVE SESSION**

**BE IT RESOLVED** by the Council of the Borough of Bloomingdale on the 19<sup>th</sup> day of October, 2021 that:

- ❖ Prior to the conclusion of this Regular Meeting, the Governing Body shall meet in Executive Session, from which the public shall be excluded, to discuss matters as permitted pursuant to N.J.S.A. 10:4-12, sub-section (s):
  - ( ) b. (1) Confidential or excluded matters, by express provision of Federal law or State statute or rule of court.
  - ( ) b. (2) A matter in which the release of information would impair a right to receive funds from the Government of the United States.
  - ( ) b. (3) Material the disclosure of which constitutes an unwarranted invasion of individual privacy.
  - ( ) b. (4) A collective bargaining agreement including negotiations.
  - ( ) b. (5) Purchase, lease or acquisition of real property, setting of banking rates or investment of public funds, where it could adversely affect the public interest if disclosed.
  - ( ) b. (6) Tactics and techniques utilized in protecting the safety and property of the public, if disclosure could impair such protection. Investigation of violations of the law.



(x) b. (7) Pending or anticipated litigation or contract negotiations other than in subsection b. (4) herein or matters falling within the attorney-client privilege.

• ~~One Matter – Contract Negotiations~~ (not discussed)

( x ) b. (8) Personnel matters.

• **One Matter – Shared Service (Mansfield CFO)**

( ) b. (9) Deliberations after a public hearing that may result in penalties.

❖ The time when the matter(s) discussed pursuant to Paragraph 1 hereof can be disclosed to the public is as soon as practicable after final resolution of the aforesaid matter(s).

**Entered Open Session at 9:36PM**

*(There were no members of the public available)*

**CONSIDERATION OF EXECUTIVE SESSION BUSINESS WITH PUBLIC COMMENT**

*The following resolution was adopted by the council, pending certification of funds from the chief financial officer.*

**Motion:** Dawn Hudson

**Second:** Rich Dellaripa

**Roll Call:** DELLARIPA (YES), GRAZIANO (YES), HUDSON (YES), JUHLIN (YES), D'AMATO (YES)

**RESOLUTION NO. 2021-10.38  
OF THE GOVERNING BODY OF  
THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION OF THE BOROUGH OF BLOOMINGDALE, COUNTY OF PASSAIC AND STATE OF NEW JERSEY AWARDING A PROFESSIONAL SERVICE AGREEMENT WITHOUT COMPETITIVE BIDDING TO JON RHEINHARDT, PHOENIX CONSULTING GROUP, LLC FOR POSITIONAL EVALUATION**

**WHEREAS**, the Borough has a need to obtain professional services for the conduct of a positional evaluation; and

**WHEREAS** the Borough wishes to retain the services of Jon Rheinhardt of Phoenix Consulting Group, LLC to perform such positional evaluation; and

**WHEREAS**, funds are available for this purpose as evidenced in the annexed certification of funds in an amount not to exceed \$2,500.00; and

**WHEREAS**, the Local Public Contracts Law, N.J.S.A. §40A:11-1 *et seq.*, requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Bloomingdale, in the County of Passaic, and State of New Jersey, as follows:

**Section 1.** This contract with Jon Rheinhardt of Phoenix Consulting Group, LLC is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. §40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

**Section 2.** Phoenix Consulting Group, LLC shall provide professional services in an amount not to exceed \$2,500.00.

**Section 3.** A notice of this action shall be printed once in the legal newspaper of the Borough of Bloomingdale as required by law.

**Section 4.** A copy of this Resolution shall be provided to Donna Mollineaux, Chief Financial Officer, and to Jon Rheinhardt of Phoenix Consulting Group, LLC of 275 Route 10 East Suite 220, #264 Succasunna, New Jersey 07876 for their information and guidance.

This Resolution shall take effect immediately.

**ADJOURNMENT:**

Since there was no further business to be conducted, HUDSON moved to adjourn at 9:39PM; seconded by GRAZIANO and carried on voice vote with all Council Members voting AYE.

Breanna Smith, RMC  
Municipal Clerk