

A Regular Meeting of The Mayor and The Borough Council of The Borough of Glen Ridge was held on Monday, July 15, 2024, in the Council Chambers of the Glen Ridge Municipal Building at 7:30 p. m.

Mayor Mans called the meeting to order, led The Council and the citizens in attendance in a Salute to the Flag and read a prepared statement that adequate notice of this meeting has been provided to the public as required by statutes.

Present: Councilors Moody, Law, Meyer and Morrow

Absent: Lefkovits and Hughes

The following Borough Officers were in attendance: Borough Administrator Michael Zichelli, Lt. Dean Gnardellis, Borough Attorney Malyska and Clerk Tara Ventola.

A motion by Councilor Law, seconded by Councilor Lefkovits was made to adopt the minutes of the Monday, June 24, 2024 meeting.

| RECORDED VOTE: | Ayes | | Nays | | Abstained | | Absent | |
|--------------------|-------|--------|------|--|-----------|--|--------|--|
| (Insert last name) | | Law | None | | Lefkovits | | None | |
| | | Meyer | | | Hughes | | | |
| | Moody | Morrow | | | | | | |

An email from a resident seeking EV charging stations in commuter parking lots was presented as written communications.

RESOLUTION NO. 114-24

Offered by Councilor **LEFKOVITS**
 Seconded by Councilor **LAW**

BE IT RESOLVED, that the following Claims be approved, and Warrants be drawn for the same:

| | |
|--|-----------------------|
| CURRENT FUND | \$3,948,694.73 |
| FEDERAL & STATE GRANT FUND | \$1,447.74 |
| GENERAL CAPITAL FUND | \$0.00 |
| WATER OPERATING FUND | \$6,077.43 |
| WATER CAPITAL FUND | \$0.00 |
| POOL OPERATING FUND | \$7,296.76 |
| POOL CAPITAL FUND | \$0.00 |
| GENERAL TRUST FUND | \$696.00 |
| PAYROLL AGENCY | \$41,423.49 |
| STATE UNEMPLOYMENT INSURANCE TRUST FUND | \$0.00 |
| DOG LICENSE / ANIMAL CONTROL TRUST FUND | \$0.00 |

and, BE IT RESOLVED, that the Chief Financial Officer / Treasurer of The Borough of Glen Ridge is hereby authorized to issue the payroll for the Employees of the Borough of Glen Ridge for the pay date of Aug 1 & 15, 2024.

| RECORDED VOTE: | Ayes | | Nays | | Abstained | | Absent | |
|--------------------|-----------|--------|------|--|-----------|--|--------|--|
| (Insert last name) | Lefkovits | Law | None | | None | | None | |
| | Hughes | Meyer | | | | | | |
| | Moody | Morrow | | | | | | |

RESOLUTION NO. 115-24

Offered by Councilor **LEFKOVITS**

Seconded by Councilor **MEYER**

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

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

WHEREAS, the Annual Report of Audit for the year 2023 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

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

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

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

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

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

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

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

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

| RECORDED VOTE: | Ayes | | Nays | | Abstained | | Absent | |
|--------------------|-----------|--------|------|--|-----------|--|--------|--|
| (Insert last name) | Lefkovits | Law | None | | None | | None | |
| | Hughes | Meyer | | | | | | |
| | Moody | Morrow | | | | | | |

RESOLUTION NO. 116-24

Offered by Councilor **LEFKOVITS**
Seconded by Councilor **MOODY**

APPROVING THE CORRECTIVE ACTION PLAN FOR THE 2023 MUNICIPAL AUDIT

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

WHEREAS, the Annual Report of Audit for the year 2023 has been filed by a registered accountant with the Borough Clerk as per the requirements of N.J.S.A. 40A:5-6, a copy has been received by each member of the Governing Body; and

WHEREAS, in accordance with regulation promulgated by the Single Audit Act and the Division of Local Government Services, all municipalities are to prepare and submit to the Division of Local Government Services a Corrective Action Plan with regards to the municipal audit findings; and

WHEREAS, the Corrective Action Plan must be approved by formal resolution of the Mayor and Council;

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

1. That the Corrective Action Plan, which is attached hereto, as it relates to the 2023 Municipal Audit is hereby approved; and
2. That the Borough Clerk shall forward one (1) certified copy of this resolution to the Division of Local Government Services.

**CORRECTIVE ACTION REPORT
BOROUGH OF GLEN RIDGE
2023 Audit Report**

Finding #1 Animal Control Fund:

Description: Animal control receipts and animal control licenses recorded in the monthly reports submitted to the State of New Jersey revealed an immaterial difference from the posting made in the software system. It was noted during testing that license numbers reported by the animal control department did not align with the sequential license numbers submitted to the State of New Jersey.

Analysis Animal Control Fund reports were not submitted to the State of NJ on a monthly basis. The reports were submitted by year end. Additionally, the internal records should be reconciled with the data submitted to the State of New Jersey.

Corrective Action The Municipal Clerk will review the submission of the Animal Control Fund monthly reports and take corrective action on any reconciliation differences prior to the submission each month. Reports will be submitted monthly to ensure accurate reporting.

Implementation Date Ongoing

Finding #2 Purchase Order System:

Description Accounting practices prescribed by the Division of Local Government Services require the Borough expenses to follow an encumbrance accounting system. Purchases made prior to encumbrance of the funds can result in over expenditure of a budget line.

Analysis Transaction testing found purchases for which the invoice date was prior to the date of the purchase order. Occasionally, instances arise for which items must be purchased through verbal approval prior to entering into the formal requisition system. The need these types of approvals have been required due to the COVID pandemic and supply chain issues.

Corrective Action The Borough has widened its use of blanket purchase orders for reoccurring purchases and vendors. All purchases are reviewed prior to final expenditure of funds and the budget is monitored thoroughly to avoid over expenditures.

Implementation Date Ongoing

| RECORDED VOTE: | Ayes | | Nays | | Abstained | | Absent | |
|--------------------|-----------|--------|------|--|-----------|--|--------|--|
| (Insert last name) | Lefkovits | Law | None | | None | | None | |
| | Hughes | Meyer | | | | | | |
| | Moody | Morrow | | | | | | |

Ordinance No. 1810 an Ordinance to appropriate Capital Improvement Funds, was presented for first reading. Councilor Lefkovits moved that Ordinance No. **1810** be passed on first reading; the motion was seconded by Councilor Law. Mayor Mans referred the Ordinance to the Municipal Clerk for the purposes of statutory publication and posting.

| RECORDED VOTE: | Ayes | | Nays | | Abstained | | Absent | |
|--------------------|-----------|--------|------|--|-----------|--|--------|--|
| (Insert last name) | Lefkovits | Law | None | | None | | None | |
| | Hughes | Meyer | | | | | | |
| | Moody | Morrow | | | | | | |

Councilor Lefkovits, Chair of the Finance and Administration Committee reported the Borough’s status with Moody’s as AAA and stated we had a solid financial status.

RESOLUTION NO. 117-24

Offered By Councilor **HUGHES**
Seconded By Councilor **LEFKOVITS**

BE IT RESOLVED, that in accordance with N.J.S.A. 33:74.1, et. seq., the Mayor and Borough Council approves the **Raffle License** application for an **On Premise 50/50 Raffle** submitted by the **Meadowlands Area YMCA** to be held on October 7, 2024 at 555 Ridgewood Avenue, Glen Ridge, New Jersey 07028.

| RECORDED VOTE: | Ayes | | Nays | | Abstained | | Absent | |
|--------------------|-----------|--------|------|--|-----------|--|--------|--|
| (Insert last name) | Lefkovits | Law | None | | None | | None | |
| | Hughes | Meyer | | | | | | |
| | Moody | Morrow | | | | | | |

Councilor Hughes announced Community Night Out at the pool hosted by GRPD on August 8th. Recommendations from the traffic report on Sunset Avenue are being reviewed by the Public Safety Committee.

Councilor Moody, Chair of the Community Affairs and Public Relations Committee reported the Borough will be hosting a Pop-Up Party in the Glen on July 24th from 4 PM to 8 PM.

Councilor Morrow, Chair of the Planning and Development Committee reported the Borough has received Gold Status for Safe Routes to School and thanked those involved. The Train Station and Library are available as designated cooling centers during the heat wave.

Mayor Mans reminded everyone to check on their neighbors during the extreme heat.

Mayor Mans called for comments of the public.

No public comment was made.

A motion to adjourn the meeting was made by Councilor Law, seconded by Councilor Meyer.

| RECORDED VOTE: | Ayes | | Nays | | Abstained | | Absent | |
|--------------------|-----------|--------|------|--|-----------|--|--------|--|
| (Insert last name) | Lefkovits | Law | None | | None | | None | |
| | Hughes | Meyer | | | | | | |
| | Moody | Morrow | | | | | | |

The Council adjourned at 7:50 PM.

Tara Ventola

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Municipal Clerk