

Borough of Palisades Park
275 Broad Avenue
County of Bergen
State of New Jersey

Work Session
of the Mayor & Council
October 21, 2024

Borough of Palisades Park
Work Session of the Mayor and Council
October 21, 2024

Mayor Chong Paul Kim opened the Work Session at 5:00 P.M.

STATEMENT:

This is a Work Session of the Mayor and Council, and notice was given as follows:

1. Notice was filed January 4, 2024 with the Record & Newark Star-Ledger, both official newspapers of the Borough.
2. Notice was posted on the Bulletin Board at the Borough Hall and the Borough website at <https://mypalisadespark.com/>
3. Copy is preserved in the Clerk's Office.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:

ROLL CALL:

Mayor Kim	Present
Councilwoman Jang	Absent
Councilman Kim	Present via Zoom
Councilwoman Lee	Present via Zoom
Councilman Min	Present
Councilman Vietri	Absent
Councilwoman Won-Yoon	Present
Borough Attorney Scott Krumholz	Present
Borough Administrator Raymond Herr	Present

ADOPTION OF MINUTES

Special Meeting of the Mayor and Council:	September 11, 2024
Work Session of the Mayor and Council:	September 16, 2024
Regular Meeting of the Mayor and Council:	September 23, 2024

Mayor Kim asked all councilmembers to look over the meeting minutes as they would be able to vote for passage the following Monday meeting.

INTRODUCTION

ORDINANCE 2024-16 Bond Ordinance for Authorization for Various Capital Improvement
Mayor Kim asked if there were any questions, but none arose. After going over the consent agenda, Councilman Kim asked what Resolution 2024-216 was pertaining to. Borough Clerk Sophia Jang responded there was no Resolution 2024-216. Councilman Kim clarified that he meant to say Ordinance 2024-16. Mayor Kim began to explain the bond amount, but was cut off by Borough Administrator Raymond Herr who answered that the bond amount was for 1.2 million dollars. Councilman Min stated it was about one and a quarter. Mayor Kim stated the bond was for all the improvements needed for the roads in town. There were roads in town that didn't apply for certain grants such as dead-end roads, therefore the borough needed to update and repave the roads that hadn't been scheduled. Mayor Kim continued that there were roads that needed to be immediately fixed such as Broad Avenue which had sewage issues as well. These issues were all reported by the Borough Engineer Steve Collazuol. Councilman Kim asked for the amount of the bond to be repeated. Mayor Kim repeated the amount was for 1.24 million dollars. Mayor Kim asked if anyone else had any other questions but none arose.

2nd READING/PUBLIC HEARING

ORDINANCE 2024-15 Creating Ordinance Chapter 169, Entitled "Lead- Based Paint Inspection"
Mayor Kim stated this was the second reading of an already reviewed ordinance. Mayor Kim asked if there were any other questions before the voting took place the following Monday at the regular session. Mayor Kim asked if there were any other questions once more but none arose.

DISCUSSION (ITEMS FOR CONSENT AGENDA)

RESOLUTION 2024-246	Claims
RESOLUTION 2024-247	Acceptance of Audit for the Year 2023
RESOLUTION 2024-248	Acceptance of Corrective Action Plan for the Year 2023 as Presented by Chief Finance Officer
RESOLUTION 2024-249	Authorization of Raffle License (Re: St. Michael's Church, #RL-675)
RESOLUTION 2024-250	Authorization of Bingo License (Re: St. Michael's Church, #BL-676)
RESOLUTION 2024-251	Acceptance of New Firefighter (Re: M. Bonaguaro)
RESOLUTION 2024-252	Authorization to Approving the Settlement of Potential Claims by Various Performers.
RESOLUTION 2024-253	Authorization to Auction Surplus Equipment
RESOLUTION 2024-254	Hiring a Part-Time Traffic Enforcement Officer (Re: J. Rivera)

Borough of Palisades Park
Work Session of the Mayor and Council
October 21, 2024

RESOLUTION 2024-255	Hiring a Part-Time Crossing Guard (Re: L. Jairo)
RESOLUTION 2024-256	Acceptance of the Resignation of Special Police Officer (Re: Ashraf A. Ghrayeb)
RESOLUTION 2024-257	Authorization to Advertise for the hiring of Part-Time Certified Special Police Officers
RESOLUTION 2024-258	Authorization of Advertise for the Hiring of Part-Time Traffic Enforcement Officers
RESOLUTION 2024-259	Acceptance of Retirement (Re: Police Captain, J. Gasparovich)
RESOLUTION 2024-260	Authorization of Shared Service Agreement with Northwest Bergen County Utilities Authority (Re: TV Inspection)
RESOLUTION 2024-261	Authorization of Shared Service Agreement with Northwest Bergen County Utilities Authority (Re: Sanitary Sewer Cleaning)
RESOLUTION 2024-262	Advertise for RFQ
RESOLUTION 2024-263	Hiring of Full-Time DPW Employee (Re: S.K.Kim)
RESOLUTION 2024-264	Authorization of Advertise for the Hiring of Part- Time D.P.W Laborers

DISCUSSION (ITEMS FOR CONSENT AGENDA); RESOLUTION 2024-246 THROUGH RESOLUTION 2024-264.

Mayor Kim advised all councilmembers to take their time in reviewing the consent agenda.

RESOLUTION 2024-246 Claims

Councilwoman Won-Yoon questioned an invoice for Bergen County Utilities on page one for \$594,471. Councilwoman Won-Yoon continued that the description read BCUA Service cont. Mayor Kim asked Chief Financial Officer Roy Riggitano for clarification. Roy Riggitano responded this was for the Bergen County Utilities bill that was paid four times a year, for hundreds of thousands of dollars. This bill was paid to the county to treat the boroughs sewage water. Mayor Kim stated that meant the borough paid roughly 2.4 million dollars a year to the county. Roy Riggitano responded that was correct, and it was in the budget to do so. Mayor Kim stated he guessed that wasn't part of the taxes. Mayor Kim asked if there were any other questions. Mayor Kim asked what the invoice for IPS was. Councilman Min responded it was for the parking meters. Mayor Kim asked Borough Administrator Raymond Herr if he concluded with the gas cards, and also asked for an update on the status. Raymond Herr responded that he spoke to the officer in charge Captain James Rotundo who stated he would handle it. Mayor Kim stated that was excellent news, and thanked him. Mayor Kim questioned an invoice on page eight for \$257,603 described as Borough of Palisades Park for the payment of debt as per budget & Roy reserve. Roy Riggitano explained that was a check to current funds in the budget which was the reserve for debt. Also, the money that they had for debt, and the money they had to turn over from general capital to the current fund as per the budget which would have ultimately reduced the taxes for homeowners. Mayor Kim asked how often this was done. Roy Riggitano responded once a year, towards the end of the year. Councilwoman Won-Yoon questioned an invoice for Munidex. This was listed twice with the same purchase order number and check number. Mayor Kim asked what page Councilwoman Won-Yoon was referring to. Councilwoman Won-Yoon clarified she was referring to page six. Roy Riggitano asked how much the amount was listed for. Borough Clerk Sophia Jang and Councilwoman Won-Yoon both responded the amount was for \$4,785. Councilwoman Won-Yoon stated she saw it was paid again but she also guessed it had been voided. Mayor Kim asked if that meant it was pretty much zeroed out. Roy Riggitano requested to have it pulled because he didn't want to guess. Councilman Min asked about an invoice in reference to page five with a description that read rental of parking lots in the amount of \$4,149.43. Councilman Min asked which lot this was in reference to. Roy Riggitano stated the finance department was pulling the bills list and explained this was for one of the parking lots that the borough had a lease agreement with. Roy Riggitano stated again, the bills list was going to be pulled. Mayor Kim asked where the invoice was located on page five. Borough Attorney Scott Krumholz directed him. Councilman Min asked Roy Riggitano how often the IPS bill was paid. Quarterly? Roy Riggitano asked which charge was the IPS bill. Councilman Min responded it was for the parking meters. Roy Riggitano stated they were usually paid every other month, whenever an invoice was received. Roy Riggitano stated this was contractual, meaning there was a contract in place. Mayor Kim commented on Councilman Min's inquiry about the parking lot rentals. He believed it was the extra parking lot being rented out for the borough. Roy Riggitano stated there was a lease attached to the purchase order so he could let the Mayor and Council know exactly when it began. Tax Collector Michael Apicella stated it was 6022. Scott Krumholz asked if that was the documentation that Michael Apicella and Scott Krumholz looked over together. Michael Apicella confirmed it was. Mayor Kim stated it was new, the borough had been using it with the same rate continuously, month to month. Scott Krumholz stated it was fine, he didn't want to change the rate, just change the landlord's name. Scott Krumholz continued that they wanted to know if they wanted to agree with certain conditions. Scott Krumholz explained that the lot was located down Broad Avenue to the right, if your back was to the front of the municipal building. You would take a right and the lot was located across the street on the lefthand side. Raymond Herr stated the lot was next to the liquor store. Mayor Kim asked if he was talking about the big parking lot. Raymond Herr stated the lot size was so-so.

Borough of Palisades Park
Work Session of the Mayor and Council
October 21, 2024

Mayor Kim asked if anyone knew the exact address of the parking lot. Councilman Min asked if this lot was actually located behind the gas station on Broad Avenue. Mayor Kim asked Raymond Herr what liquor store he was referring to. Michael Apicella responded he thought it was 6022, the onion seller. Mayor Kim stated he had never heard of the onion seller. Michael Apicella explained there was a vegetable produce guy that was called the onion seller. Mayor Kim asked if there was anything else. Councilwoman Won-Yoon questioned an invoice on page five for KAB Computer Services with a description of yearly subscriptions. She asked what these subscriptions were for. Mayor Kim asked Raymond Herr to call the police department to have police presence at the meeting after reminding the crowd they couldn't have side conversations while the meeting was in session. Mayor Kim asked Councilwoman Won-Yoon to repeat her question, and Councilwoman Won-Yoon did so. Councilman Min stated it may have been the subscription for the municipal building such as for Microsoft, or firewall protection. Roy Riggitano stated the finance department would pull that invoice as well because he didn't want to guess what it was pertaining to. Councilman Min stated usually those programs were paid yearly. Roy Riggitano stated it could also be for emails. Councilman Min responded it could be. Councilwoman Won-Yoon repeated for clarity that the \$255 payment was for emails. No response. Mayor Kim stated the first invoice that was pulled was on page five for the rental of parking lots. Mayor Kim asked for someone from the finance department to come to the podium to explain the invoices pulled. Roy Riggitano stated they would see on the bills list a charge for \$9,571.40. Mayor Kim asked if they could start from page five rental of part lots for the amount of \$4,149. Roy Riggitano responded that was "the onion seller" which was a lease that had been in place for decades. Mayor Kim asked for the exact address. Roy Riggitano responded 6022 Broad Avenue, block and lot. Mayor Kim thanked him for the address confirmation. Mayor Kim next asked to go over the KAB computer services invoice. Roy Riggitano explained it was the yearly subscription; \$1,800 was for the server, and \$255 was for the email address licenses. Roy Riggitano reiterated that one was for the server. Mayor Kim asked if this was the service for borough documentation. Roy Riggitano stated that was correct, the borough had contracted KAB Computers to do the work. Mayor Kim moved on to page six for Munidex. There were two positive and two negatives that canceled each other out. Roy Riggitano explained this was for the bond. He hadn't felt comfortable charging the bond so they went into the current fund which was opposite, and they charged that bond for \$9,571. The reason for the plus and the minus was because they then took it out from the current fund which zeroed it out, then it was paid from the capital fund 04. Mayor Kim moved on to page eight which had just been explained that the \$255 was for the general capital to clean the sewage water. Roy Riggitano asked if Mayor Kim was speaking of the BCUA. Mayor Kim responded he was. Councilman Min stated he had one more invoice he wanted to go over that was located on page six for Munidex for \$3,750 for rental of parking lots again. Roy Riggitano explained this was another parking lot. Mayor Kim asked if this was Lizmark Realty Inc. Roy Riggitano responded that it was. Michael Apicella explained this was behind the Exxon Gas Station. Roy Riggitano stated this was for a parking lot under appropriation. Mayor Kim asked Michael Apicella for the address for the other lot. Michael Apicella replied the onion seller was located at 220-228 Broad Avenue, which was block 602, lot 22. Mayor Kim asked if there were any more questions but none arose. Mayor Kim asked if there were any other questions regarding resolution 2024-247 through resolution 2024-264.

RESOLUTION 2024-252 Authorization to Approving the Settlement of Potential Claims by Variou Performers.

Councilman Kim asked what Resolution 2024-252 was about. Mayor Kim asked Borough Attorney Scott Krumholz to explain. Scott Krumholz stated the settlement agreement was self-explanatory. He couldn't go into the details because it was potential litigation at that point. Councilman Kim asked what litigation he was referring to. Scott Krumholz stated it wasn't a current litigation but a potential one and if he read the settlement agreement which was attached to the resolution it was self-explanatory. Councilman Kim wanted to clarify if this was a potential settlement for a potential litigation. Mayor Kim stated this was a potential lawsuit. There had been a settlement proposed to the governing body to settle it. Mayor Kim advised everyone to read through the contract and to contact Scott Krumholz with any questions who would answer them privately. Councilman Kim thanked him.

RESOLUTION 2024-260 Authorization of Shared Service Agreement with Northwest Bergen County Utilities Authority (Re: TV Inspection)

RESOLUTION 2024-261 Authorization of Shared Service Agreement with Northwest Bergen County Utilities Authority (Re: Sanitary Sewer Cleaning)

Councilwoman Won-Yoon stated she had a question regarding Resolution 2024-260 and Resolution 2024-261. In regards to Resolution 2024-260, Councilwoman Won-Yoon asked for the total amount of money that the borough had agreed to. Councilwoman Won-Yoon continued that the agreement read ".95 Paul Foods". Mayor Kim asked if she was speaking of Resolution 2024-260 for shared services. Councilwoman Won-Yoon stated that he was correct. Mayor Kim asked where Councilwoman Won-Yoon saw the amount she had read because he remembered seeing it somewhere too. Councilwoman Won-Yoon directed him to the first page of the agreement where it stated TV inspection. Scott Krumholz stated the agreement read .95 per foot for the year 2025, and .98 per foot for the year 2026.

Borough of Palisades Park
Work Session of the Mayor and Council
October 21, 2024

Councilwoman Won-Yoon asked for the total. Scott Krumholz replied it was a minimum of \$500. Mayor Kim asked if anyone knew the answer. Mayor Kim also stated that he thought the same shared service agreement was done before. Borough Clerk Sophia Jang clarified that was two years prior. Mayor Kim asked the borough administrator to find the records from the agreement from two years ago and try to find out with the Northwest Utility Company how much a general ballpark figure would be for the amount of service. Raymond Herr responded it would depend on how much the borough used the company, but he would get the previous bills. Mayor Kim thanked him.

RESOLUTION 2024-263 Hiring of Full-Time DPW Employee (Re: S.K.Kim)

Councilman Min questioned Resolution 2024-263. Councilman Min asked if there was ever an advertisement put up. Mayor Kim asked Councilman Kim if he could elaborate on that since he was a part of the DPW committee supporting Councilwoman Jang. Mayor Kim advised that Councilwoman Jang didn't attend the meeting because she was sick, but he was told by Raymond Herr and the DPW Supervisor Kenneth Bruno that allegedly Kenneth Bruno was supposed to propose what he wanted in the DPW because of the lack of staff. Mayor Kim continued that Kenneth Bruno should have spoken to Stephanie Jang about his recommendation. Kenneth Bruno's recommendation was essential because the borough was in a stage where the DPW had more work to do due to the fall cleanup. The DPW needed employees immediately so Kenneth Bruno had initially recommended the part time staff be transitioned to full time, and also to put up an advertisement to the public for two part time positions that were needed to be filled. There were other spots open but there were other management issues that he couldn't speak of at the time. Mayor Kim recommended Councilman Kim speak to Councilwoman Stephanie Jang and also Kenneth Bruno. Councilman Min asked if this was recommended by the superintendent of the DPW. Mayor Kim stated it was, and he hadn't received a reply from committee chair Stephanie Jang. Raymond Herr responded that he was in support of this. Councilwoman Won-Yoon asked if this employee was a current part time employee of the DPW. Councilman Kim stated Councilwoman Jang hadn't shared any information about this with him so it was completely new to him. Councilman Kim stated he could not offer any recommendations. Mayor Kim stated it was a work session and the council was not voting on anything at the moment but he appreciated that Councilman Kim was going to speak with Councilwoman Jang. Mayor Kim reiterated that he had sent Councilwoman Jang an email and called her but did not receive an answer. Mayor Kim continued that Councilwoman Jang had to do her duties, and provide a recommendation because she was the chairperson and had to work together with other committee members. The information would then be shared to the governing body where they would make the final decision. Mayor Kim asked Councilman Kim to make sure Councilwoman Jang acknowledged the request of the DPW superintendent in order to see if she agreed with it or not. No matter what, Councilwoman Jang had to propose a recommendation to the rest of the governing body. Councilman Kim stated he would speak with Councilwoman Jang and find out her recommendation. Mayor Kim agreed and asked Councilman Kim to see if Councilwoman Jang was ok with it, or if she had a separate recommendation. First, they had to hear from the other committee members and the borough administrator who had already approved it. Councilman Kim stated he would check on the status and the recommendations by the next meeting. Mayor Kim thanked him and advised Councilman Kim that he could even email Mayor Kim so that he could provide the rest of the council with an update. Mayor Kim asked if Councilman Min had a question. Councilman Min stated he would ask his question when Councilman Kim found out what was going on. Mayor Kim moved on. Mayor Kim also asked Raymond Herr to send Councilwoman Jang an email letting her know she had to give a recommendation to the governing body. She was the committee chair, and the governing body couldn't just pass the resolution without her recommendation. Councilman Min asked if this individual was a part time employee at the DPW at the time. Mayor Kim responded he was. Councilman Min began to ask if this individual was in the process of CDL but was cut off by Borough Administrator Raymond Herr who asked if he was in the process of obtaining his CDL? Mayor Kim stated he didn't know and from his understanding this employee was supposed to get his CDL and then become full time. He wasn't sure if he had that conditional in writing but the borough lacked CDL drivers and needed at least one immediately and more to follow later on. Councilman Min asked about the other two employees that were hired as full time, and were also supposed to get their CDL's. Raymond Herr stated they were going for it. Councilman Min asked if all of them were going for it because there was only one that was needed. Mayor Kim stated he needed one immediately and guessed DPW employee Sean was the one who must have been the most proactive about it. Mayor Kim wanted to make sure that the superintendent of the DPW would take responsibility for making sure Sean became full time and obtained his CDL. Mayor Kim suggested they put a hold on the resolution for the time being, and wait until they received more information from Stephanie Jang and then Councilman Min could come back and ask his other questions. Mayor Kim asked if there were any other questions about the resolutions.

RESOLUTION 2024-264 Authorization of Advertise for the Hiring of Part- Time D.P.W Laborers

Councilwoman Won-Yoon had a question regarding Resolution 2024-264. Mayor Kim asked her to wait because they didn't get a chance to go over Resolution 2024-261. Councilwoman Won-Yoon stated it was the same as Resolution 2024-260 just a different price and a different company. Mayor Kim asked

Borough of Palisades Park
Work Session of the Mayor and Council
October 21, 2024

Councilwoman Won-Yoon to continue. Councilwoman Won-Yoon asked what Resolution 2024-264 was about. Mayor Kim stated this was what was just spoken about with Councilman Kim and Councilman Min regarding Resolution 2024-263. Resolutions 2024-263 and Resolution 2024-264 were both pertaining to the DPW. Mayor Kim continued that the superintendent had recommended, although it hadn't been decided on, that part time employee Sean Kim became full time because the DPW was in urgent need of staff due to the change in season, and lack in manpower. Mayor Kim stated the authorization to hire part time DPW workers was actually spoken about between Councilman Kim, Councilwoman Jang and himself. Mayor Kim was told that there was a list of part time employees but the superintendent felt that he needed to hire more. Mayor Kim stated because these employees were part time, they didn't need to come in all the time. Councilwoman Won-Yoon asked how many positions they were talking about because the resolution read part time laborers. Mayor Kim stated since Councilwoman Won-Yoon wanted to identify that, she had to ask Councilwoman Jang, but from what Mayor Kim was told by the DPW superintendent, he was thinking about two part time positions. Mayor Kim wanted to wait until Councilwoman Jang returned, hopefully with an email sending out an update. Mayor Kim asked twice for any other questions but none arose.

Mayor Kim moved on to the council reports but Borough Clerk Sophia Jang reminded him he had to hear from Roy Riggitano regarding the audit. Mayor Kim thanked her and asked Roy Riggitano to come to the stand to tell everyone about the 2023 audit and corrective action plan. Roy Riggitano stated the borough clerk had all the documents and they would be ready for the following Monday's regular meeting. Roy Riggitano explained by law he had to appear before the Mayor and Council. Since Roy Riggitano wouldn't be in the following week, he wanted to go over the corrective action plan. Roy Riggitano stated the audit went well, and councilmembers would see multiple comments from previous years on the audit. Some comments would be removed the following year. Roy Riggitano wanted to explain quickly and efficiently. He began with number one, which had been corrected by Resolution 2023-256 and Resolution 2024-257. Roy Riggitano explained he didn't know why it appeared in the audit but it did, it remained, and there was a corrective action taken on that. Roy Riggitano continued with number two. This was pertaining to greater efforts that should have been made to spend the appropriated grant reserves which was being done as shown on page 107 of the audit. The borough was spending down those grants, specifically clean communities, and the recycling tonnage grant. All contracts awarded via resolution being covered at the time of the award was not done last year, but was being done that year. Roy Riggitano moved on to number three, regarding quotes. Quotes needed to be obtained on purchases that exceeded 50% of the PID threshold. There was one purchase order that was caught from the fire department during Coronavirus. A resolution was not done for that amount. It was an audit comment that hopefully didn't occur again. Roy Riggitano moved on to number five. Purchase orders must be utilized for all expenditures to ensure there were the proper approvals and certifications prior to payment. Roy Riggitano stated the purchase orders had to be approved by the Mayor and Council which did not have any exceptions. However, the resolutions also had to be approved by the Mayor and Council. Roy Riggitano stated this was redundant but what needed to be done. Roy Riggitano explained he had already spoken with the health and construction departments to make sure all their revenue was in by December 31st. Roy Riggitano stated it was almost impossible although they would try because they still had deposits in transit as of December 31st. Roy Riggitano stated the borough had an outside company doing the outside employment of police officers and he thought this had been resolved as well. Mayor Kim asked what he meant. Roy Riggitano explained that in previous years, the borough was paying police officers, however the borough didn't have the money upfront. With the new company, the borough would get the money upfront before paying the police officers, and the borough wouldn't have to chase anyone for money. Mayor Kim stated a third-party vendor was hired to do overtime. Mayor Kim asked Roy Riggitano if he was correct. Mayor Kim asked if this company would do this equally and fairly. Roy Riggitano responded from what he had gathered, they would. Roy Riggitano continued that the Mayor and Council would have had some issues by that time from the police department. Next, Roy Riggitano spoke of the controversy behind sick and vacation payouts. These payouts were approved by the borough attorney and council. Roy Riggitano stated for the record, the sick and vacation payouts were legal from the start. Anyone that was employed before 2010 were entitled to their sick pay. If there was a sidebar agreement through the borough attorney, there were resolutions that were presented at Side-on. Scott Krumholz stated he believed they were approved. Roy Riggitano stated those would be out next year meaning off the record. Roy Riggitano spoke of the temporary budget that was over the threshold value January 1st caused by Mr. Riggitano's own error. Roy Riggitano assured this would not happen again. Mayor Kim asked what the error was. Roy Riggitano stated when the temporary budget was done, the borough was in the 26.25%. The law stated the borough couldn't drop below a 26.5% but the borough did. This year, Roy Riggitano stated he would make sure that the borough didn't have that error again. Roy Riggitano stated in the 2023 audit, there was nothing material as far as he was concerned as the chief financial officer. Roy Riggitano assured this was a clean audit, and the things that needed to be corrected, had been corrected. Mayor Kim asked if the audit was also reexamined by the borough auditor. Roy Riggitano responded, the audit which was Steve Wilcox in 2023 performed the actual audit. The audit was completed, the borough clerk was given the documents, and Roy Riggitano as the chief financial officer was presenting it to the Mayor and Council. Roy Riggitano stated the items he had went over was

Borough of Palisades Park
Work Session of the Mayor and Council
October 21, 2024

as bad as it was based off of the Mayor and Councils recommendations. Mayor Kim asked if the current borough auditor had gone over the 2023 audit. Roy Riggitano responded that it was sent to the auditor the day prior. Mayor Kim asked Roy Riggitano to come back to the Mayor and Council after the current borough auditor reviewed and felt good about it. Roy Riggitano agreed to do so. Mayor Kim asked if there were any questions regarding the corrective action plan. Mayor Kim asked Roy Riggitano if the borough had received a 10 out of 14. Roy Riggitano responded no; he had corrected a whole bunch of items. He didn't have an exact amount to provide but at least 10 out of 14 were examined and four should come off the following year. Mayor Kim asked Councilwoman Won-Yoon if she felt there was a trend or coincidence. Mayor Kim asked if she wanted to speak with the chief financial officer about her observation. Councilwoman Won-Yoon stated she was comparing the 2023 corrective action plan from 2022 which also had a score of 10 out of 14. Councilwoman Won-Yoon stated the findings were a larger statement and asked if she could have a more detailed explanation on why the borough had those findings. Councilwoman Won-Yoon continued to explain that it would be helpful. Mayor Kim clarified that Councilwoman Won-Yoon's question was basically pertaining to the prior year's corrective action plan that also received a 10 out of 14 score. The Mayor and Council had been notified that certain items were being corrected. Roy Riggitano stated there were at least six comments that were the same such as the comments pertaining to the DPW, and police purchasing materials before obtaining a purchase order. Roy Riggitano stated he had tried to stop this in the past but couldn't. Roy Riggitano went on, in the incumbrance a contract was awarded for DNL or whoever did the paving, it had to be approved, and then the borough would incur the entire amount in the bond ordinance which hadn't been done in the past but was being done at the time. Mayor Kim requested a management meeting with the borough administrator. This meeting was to speak to whoever it was that violated the purchase order process, and let them know that it shouldn't happen again. Raymond Herr replied to Roy Riggitano that he would call him. Mayor Kim asked Scott Krumholz if a resolution had to be set up for this. Scott Krumholz asked for what. Mayor Kim replied for the payments that were submitted that didn't have a resolution for them. Roy Riggitano responded no, they were completed and fixed that year. Councilwoman Won-Yoon stated she had one more question regarding the swimming pool. It read, "fee changes related to the swimming pool had to be approved via ordinance." Councilwoman Won-Yoon continued that the way the borough had the ordinances for the swimming pool regarding fees was pertaining to an editor's note which stated, "the current fees would be maintained through the clerk's office rather than an ordinance." This note also stated the borough had to approve the ordinance. Councilwoman Won-Yoon asked if that was necessary. Roy Riggitano explained the membership fees for the pool he believed were approved in March or April of 2024. Councilwoman Won-Yoon stated it was in February of 2024 by resolution. Roy Riggitano commented the Mayor and Council wouldn't see that comment the following year since the notes were originally from 2023. Councilwoman Won-Yoon asked for clarification if this was by resolution. Roy Riggitano responded it could have been done by a resolution or ordinance but he personally preferred to do it as an ordinance. Roy Riggitano asked Scott Krumholz to make sure the resolution was made into an ordinance which could have been done in November. Roy Riggitano stated if there was a resolution in February, it would be best to make it into an ordinance in regards to swimming pool membership fees. Mayor Kim asked Scott Krumholz to confirm but he didn't think the ordinance required an amount. Councilwoman Won-Yoon stated that was what it had stated. Mayor Kim clarified again, that they did not have to include an amount. There was a list of ordinances that had to be updated and revised. Mayor Kim asked Scott Krumholz to think about it because he didn't know why they had to put a price in the ordinance when it could have been done by resolution. Mayor Kim asked Scott Krumholz if he was correct. Roy Riggitano answered that they wanted an ordinance when it came to money because an ordinance made it permanent. As far as Roy Riggitano was concerned, the resolution was sufficed. The auditor had not agreed with him. Mayor Kim stated to change the ordinance and state the price in the ordinance. Roy Riggitano wanted to clarify if Mayor Kim wanted to make the existing resolution an ordinance. Scott Krumholz answered yes because like Roy Riggitano had mentioned, the auditor wanted it that way. Roy Riggitano responded no harm no foul because the resolution had been put in place anyways. Mayor Kim stated the price would change but not the entire ordinance every time the price changed. Roy Riggitano stated it had to be done once a year, and the Mayor and Council would do it again in March. Scott Krumholz stated he would speak with Pool Manager Karen Nascenti because he wasn't sure who set the fees for the pool. Roy Riggitano responded the pool commission decided on the fees for the pool. Scott Krumholz responded so then Karen Nascenti would be the one to know. Roy Riggitano agreed. Mayor Kim stated they were thinking of increasing the pools price as well so it was a good time to figure everything out. Mayor Kim asked if Stephanie Jang was responsible for the pool committee. Scott Krumholz responded yes. Mayor Kim stated that meant Stephanie Jang had two things to work on. Councilwoman Won-Yoon stated in regards to the current ordinance on the swimming pool, there was a lot of outdated information. Councilwoman Won-Yoon believed Councilwoman Jang should also take a look at that as well. Mayor Kim stated Councilwoman Jang could do that as well, but this was actually a function of the governance committee. Mayor Kim advised the governance committee when they got a chance, to review the Code360 and see what needed to be updated in order to make sure the borough was hiring to state statutes. Mayor Kim mentioned there were ordinances that were created that were against state statutes. Mayor Kim asked the governance committee to complete what he had asked, and he would do the same. Roy Riggitano stated he wanted to make sure for the record, that the affidavit

Borough of Palisades Park
Work Session of the Mayor and Council
October 21, 2024

was signed off by everyone for the following Monday. Borough Clerk Sophia Jang stated she would make sure. Roy Riggitano stated he would have liked for the resolution he spoke of earlier, to be passed at the next meeting. The synopsis report was going to be published some time the following week. Roy Riggitano stated the borough clerk had all the documents and once passed, they would be uploaded. The borough was still one of the few municipalities that still had to file their audit. Mayor Kim responded that was fine, and in order to help Roy Riggitano, he had to help the Mayor and Council. Mayor Kim asked Roy Riggitano to send an email in simple bullet points of what he just spoke of, to Borough Administrator Raymond Herr and councilmembers so that no one could say they couldn't get the information. Mayor Kim reiterated for Roy Riggitano to send Raymond Herr an email, and cc Mayor Kim, who would send the information to councilmembers. Roy Riggitano agreed. Councilwoman Won-Yoon stated the borough had to make sure they corrected their corrective action plan. Councilwoman Won-Yoon asked who was responsible for what. Councilwoman Won-Yoon wanted to know first what needed to be done, and by who, and when. The planning aspect had to be present otherwise it could not be corrected. Mayor Kim asked what Councilwoman Won-Yoon meant. Councilwoman Won-Yoon stated for example, the swimming pool ordinance had to be changed which required all adequate records of detailed daily receipts be maintained. Councilwoman Won-Yoon stated that was obvious that someone at the pool had to have this task. Mayor Kim stated the governance committee also had that job, along with the borough administrator. Mayor Kim asked them to sit with the fire department as well for review. Raymond Herr responded that first he would sit with Roy Riggitano and speak about it, and then they would go to the individual departments and personnel. Mayor Kim told both to get it done within three weeks, and to sit down with the individuals to make sure the same mistakes weren't made the following year. Councilwoman Won-Yoon asked why three weeks. Mayor Kim responded within three weeks to allow everyone time to speak with those that were spending money without getting a resolution passed. Mayor Kim asked if there were any other questions.

COUNCIL REPORTS:

Councilman Min brought up Resolution 2024-253 since no one had mentioned or questioned it. He wanted to share with everyone since this was a police matter. There were multiple borough vehicles that had broken down, and earlier that year a contract had been made with Enterprise Fleet Corporation. The borough had contacted the company to find out if these vehicles could have been traded in, but found out that these vehicles instead had lost substantial value. The borough would wind up spending more money on the fees associated with trading in the vehicles, so they decided to go the auction route and sell them that way. The police department was seeking new vehicles through the program, so Councilman Min asked councilmembers when the time came, he needed their support. They were actively searching for a vehicle that fit the requirements of a police vehicle such as adequate lighting. For example, the color and pattern of lights that were used on emergency vehicles in the West Coast, were not the same as the East Coast. The borough used red, white, and blue lights on their vehicles but other states used different colors, therefore they were having a hard time finding the appropriate vehicles. The police department was actively searching, so when the time came, Councilman Min stated he would present the details before the council for their support. Councilwoman Won-Yoon asked when he thought that would happen. Councilman Min responded before this issue had occurred, the police department already had a new traffic vehicle in the works for the following year but he notified the police director, and the police department to look out of state, and not only locally. Councilman Min stated he would get back to the council on the anticipated date. Mayor Kim thanked Councilman Min.

Councilwoman Won-Yoon stated rather than reporting, she wanted to ask a question on IT services from the county. Councilwoman Won-Yoon asked if they could add this to the regular meeting. Mayor Kim reminded Councilwoman Won-Yoon this was a council report and when they were done with the reports, she would have an opportunity to ask her questions. Councilwoman Won-Yoon reported there was a library board meeting the previous week and there were three librarians that had their contracts renewed. Mayor Kim asked who was taking care of reviewing the contracts. Councilwoman Won-Yoon responded the library attorney. Mayor Kim stated he believed the contract should be equal and amicable so everyone saw the same increase unless the law had allowed otherwise. Councilwoman Won-Yoon stated the increases were not the same but were pretty similar.

Councilman Kim had nothing to report.

Councilwoman Lee had nothing to report.

Borough Attorney Raymond Herr reported the gas cards that the police and DPW used were also going to be handled by Fleet Enterprise Corporation instead of the borough itself. Fleet Enterprise would be in charge of handling all purchases and acquisitions. Raymond Herr believed things would run smoother that way. The egress project was in full swing, and was making progress. Mayor Kim stated it was time the borough complied with its own ordinances, and regulations.

Borough Attorney Scott Krumholz had nothing to report.

Borough of Palisades Park
Work Session of the Mayor and Council
October 21, 2024

Mayor Kim asked for Scott Krumholz to review certain ordinances for housekeeping and updating. There were amendments of ordinances that Mayor Kim also wanted Scott Krumholz to review and prepare for the next meeting. Mayor Kim gave an example of signage being posted on utility poles. The ordinance did not designate the fine schedule for violators. The whole Article 5 titled miscellaneous included Resolution 258 2-26 to Resolution 258-42 which had no schedule of any fines. Mayor Kim asked Scott Krumholz to take a look and see if he could set the schedule for all of those violations. Mayor Kim next spoke of amendment ordinance Chapter 62-2 titled DPW employees. The prior DPW management employee was Austin Ashley that had created an improper ordinance for the DPW director roles and responsibilities. Mayor Kim stated the ordinance needed to be amended to meet state statutes especially the five-year term that he found ridiculous because this was a longer term than the mayor. Again, Mayor Kim asked Scott Krumholz to check other towns director term lengths and make sure all conditions for the police director were correct and in compliance with state statutes. For example, he didn't believe the tenure was proper, and also the public works management position with the borough at five years was too long. Mayor Kim mentioned the condition where the director had to be working in Palisades Park Borough for five years in order to be applicable. Similar restrictions were found in previous ordinances. Scott Krumholz asked if Mayor Kim wanted to get rid of the residency requirement. Mayor Kim responded no, just the requirement of working for the borough for five years because it was unfair and meant we could only hire in house. Mayor Kim next mentioned verifying and potentially amending Ordinance 58-4.4 giving the police committee the appropriate authority. Mayor Kim asked if this could have been removed because he believed it was confusing and outdated. Mayor Kim next spoke of Ordinance 58-4.7 titled police department appointment of officers. Mayor Kim believed state statutes should have been identified including the statute numbers. There were a lot of ordinances that included state statute numbers. Mayor Kim stated it was hard for him, as well as residents to look into the law. The last thing Mayor Kim wanted to mention was the fee schedules for the pool as Councilwoman Won-Yoon had mentioned before. Mayor Kim stated there were also updates to other ordinances that needed to be completed. Mayor Kim referenced Chapter 84-7 hours and days of alcohol sales which had not been updated. This was a monumental ordinance the borough had passed to deter public intoxication. Mayor Kim spoke of Ordinance 53-3 parking committee which was not appointed for the yearly appointments. Mayor Kim stated in the two years he had been mayor, and years prior as councilmember, he had not even heard of the parking committee and didn't recall the mayor doing yearly appointments for the parking committee. Mayor Kim believed this was an important committee and the reason for the revamping and updating was because the borough had to start following ordinances, they were not familiar with. Mayor Kim stated this was to no fault of their own, and they couldn't blame others for not following ordinances if the borough didn't enforce, adhere, and understand their own ordinances. Mayor Kim stated they needed a parking committee and he was hoping it would include different classes to make sure the public prepared for the future to have enough parking spaces. This was dismissed and excluded from the mayor's appointments in the yearly appointments. Mayor Kim stated again, the borough was not adhering to the ordinance. Mayor Kim questioned Chapter 55-6 titled Payroll and stated the borough had to designate an approval officer. Mayor Kim asked if anyone knew who it was. Mayor Kim asked Roy Riggitano if he was the approval officer for Chapter 55-6. Roy Riggitano responded that he had never heard of it. Mayor Kim responded that it was part of the ordinance. Raymond Herr stated he had also never heard of an approval officer. Mayor Kim repeated that it was in the ordinance although he had also never heard of the position. Next, Mayor Kim questioned Chapter 62-1 DPW. Mayor Kim explained code enforcement was transferred to police management 1-2 years prior. Code enforcement used to be part of the DPW but there was a new resolution created. Mayor Kim asked Scott Krumholz to verify whether this was passed as an ordinance or a resolution. Mayor Kim commented that the borough had to go through the proper ordinance to transfer code enforcement officers to a different department. Mayor Kim stated the problem was that he wasn't sure where the code enforcer should have been because he did hybrid work for the building department, for private parties, and the police department. Mayor Kim wanted to find out first if the transfer of the code enforcer management to the police department was done properly, and second, he wanted to find out where the code enforcer actually belonged. Councilwoman Won-Yoon asked who the current code enforcement officer was. Mayor Kim responded it was John Grala. Councilwoman Won-Yoon asked where John Grala belonged. Mayor Kim responded he used to be apart of the DPW but was transferred to the police department. Mayor Kim stated traffic enforcement officers were different. Councilman Min stated that the traffic department was also previously apart of the DPW and was also transferred to the police department a year prior. Mayor Kim stated they needed to figure out where the traffic enforcement officers belonged, but figured it was probably the police department. Raymond Herr responded it should be. Mayor Kim wanted to find out if that transfer was also done through an ordinance or resolution. Mayor Kim wanted to know what the state statutes was regarding hiring police applicants with a criminal record. Mayor Kim asked Scott Krumholz to find out the procedure and statute of the state as well as the policies of the department because he wasn't completely sure. Mayor Kim also asked Scott Krumholz to verify Chapter 58-4.8 titled police department special law enforcement officers. The ordinance stated the special law enforcement officers had to be appointed from time to time. Mayor Kim wondered if the borough was abusing hiring special law enforcement officers. Mayor Kim wanted to define the legal definition of time to time because they were actively hiring special

Borough of Palisades Park
Work Session of the Mayor and Council
October 21, 2024

law enforcement officers. Mayor Kim read that the appointments are no longer than a one-year term. He asked Scott Krumholz to find out if that meant it was a yearly mayoral appointment with consent of the council. Mayor Kim asked Scott Krumholz to also verify the ordinance or statute that required advertisements to be placed in local papers. These advertisements were for meetings like special meetings, regular meetings, work sessions, board of adjustments meetings, and planning board meetings. Mayor Kim stated the Mayor and Council meetings were always advertised in two newspapers. He believed OPMA only required one local newspaper to be used for advertisements. Mayor Kim asked Scott Krumholz to verify if that was true and if it was, he wanted to save money and only work with one paper. Lastly, relating to background checks, Mayor Kim wanted to know what the protocol concerning new employee drug screenings, and background checked were. He wanted to know if it was mandatory for employee candidates to submit a blood test before they qualified to be hired. Scott Krumholz agreed to look into it.

Mayor Kim stated the police director was out on sick leave and the officer in charge was not present at the meeting so there would be no report from the police. Mayor Kim asked Scott Krumholz if they do public participation at work sessions. Scott Krumholz responded they do. Mayor Kim requested a motion to open to the public. Councilman Min made a motion, and Councilwoman Won-Yoon interjected with a question. Councilwoman Won-Yoon stated she had been trying to ask about the IT services, and asked if it could be out into the regular meeting agenda. Scott Krumholz responded if there was sufficient progress made then it could be put on the agenda. Mayor Kim asked what had to be done concerning the BCI. Councilwoman Won-Yoon stated just the contract revision. Mayor Kim stated he spoke with them, they were very flexible, and 99% of subject matter he was concerned about was rectifiable. Mayor Kim stated he wrote it down but had to rewrite it so Scott Krumholz could read the new conditions that was agreed on by both parties that would be implemented into the contract. Mayor Kim also wanted to double check if the legal protection was in place, and to make sure nothing illegal was going on. Mayor Kim advised he would present the following week. Mayor Kim stated he also had a meeting with the library and it was decided that they would be doing shared services, and would rely on the borough to help out with the reconstruction and redevelopment of the renovations of the library board. He had the documents and would hopefully speak with the library and make a recommendation to have a bid packet ready. Councilwoman Won-Yoon asked when he thought it would be started. Mayor Kim responded the first meeting was about discovery which they found out what was needed as well as documentation. Mayor Kim stated he would have Sophia Jang copy that and provide to the library so they had the same documents as the borough. The next step was to meet with the board again to finalize everything. Once everything was set in stone, then a bid packet would be created. All costs presented to facilitate the project would be paid by the library and not the borough. Mayor Kim specified not a single dime would be made for the borough. Councilman Min stated in regards to the Bergen County IT services, all departments were going into one server. Councilwoman Won-Yoon stated whether it was one single server or not, they had to decide according to her understanding. Mayor Kim stated his understanding was the reason they were doing this was to unify all servers of the borough because there were too many. Councilman Min stated the police department couldn't help it. Mayor Kim stated the police, building, and fire departments had their own servers. Councilman Min replied no, it was the court office, and the police department which deemed by law they must have their own server. Transferring to Bergen County IT service would mean any department that was not required to have a separate server would be put into one transfer. Mayor Kim stated he had to ask a representative if that was possible. Councilwoman Won-Yoon asked if he was talking about using a single server or if everything was going to be moved at the same time. Mayor Kim stated it was the same thing. They weren't speaking of the current service providers, but about Bergen County IT services to merge all servers except from the court office and police department. Councilwoman Won-Yoon repeated except the court office and police department because once their servers got old the borough would have to spend a lot of money which was the whole purpose of the transfer. Councilman Min stated if there was no point for other departments to leave their own server then what was the point of going with the Bergen County IT services. Mayor Kim stated the point was that they should be capable. They marketed this to the borough that they accepted a majority of software's used in the borough. Mayor Kim asked Councilwoman Won-Yoon to verify this information while he worked on the documents for the borough. Councilwoman Won-Yoon stated the borough didn't add internet services but they were having a lot of problems with the current internet that was provided. She believed it was better to add on internet services. Mayor Kim asked to where? Councilwoman Won-Yoon replied to the IT services. Raymond Herr stated he agreed. Councilman Min stated at his last meeting he attended for IT services; they spoke of the cable fiber line that had been already set and pulling in the line wouldn't cost a substantial amount. Councilwoman Won-Yoon asked if they would try to add on the internet service. Mayor Kim responded yes. Councilman Min stated the speed of service would be more than we had. Councilwoman Won-Yoon stated it would also have a fail over so if one of the servers failed there would be a backup. Mayor Kim asked Councilwoman Won-Yoon to make sure the internet services and department unification was possible. Councilwoman Won-Yoon agreed it was. Mayor Kim stated they had the fiber optics already set which could be seen on the walls. Councilwoman Won-Yoon stated she would second Councilman Min's motion to open to the public. All joined in favor, none opposed.

Borough of Palisades Park
Work Session of the Mayor and Council
October 21, 2024

PUBLIC PARTICIPATION:

Mayor Kim reminded the public they each had three minutes to speak but no one approached. Mayor Kim requested a motion to close the public session and return to the work session. Councilwoman Won-Yoon made a motion which was seconded by Councilman Min. All joined in favor, none opposed.

ADJOURNMENT:

Mayor Kim requested a motion to adjourn the work session. Councilman Min made a motion and Councilwoman Won-Yoon seconded. All joined in favor, none opposed.

Attest:



Sophia H. Jang, RMC
Borough Clerk