

BOROUGH OF ORADELL
BERGEN COUNTY, NEW JERSEY

RESOLUTION 20-193

Offered by

Seconded by

Member	Aye	No	Abstain	Absent
MAYOR DIDIO				
SCHOENBERG				
TASHJIAN				
CARNEVALE				
JANNICELLI				
KELLY				
YU				

BE IT RESOLVED, by the Mayor and Council approve salary increases for the below positions.

Position	Amount
Administrator	\$42,024.00
Municipal Clerk	\$103,000.00
Purchasing Agent	\$ 2,500.00
Chief Financial Officer	\$117,300.00
Tax Assessor	\$23,808.41
Tax Collector	\$17,500.00
Deputy Clerk	\$56,650.00
OEM Coordinator	\$9,000.00
Construction Official/Zoning Official	\$106,104.04
Superintendent of Public Works	\$102,888.32
Underground storage tank certification	\$ 2,500.00
Assist to Rec Director/Conf Assist	\$43,260.00
Fire Prevention Official	\$15,000.00

BE IT RESOLVED, that all titles are retroactive to 1/1/20 with exception to Fire Prevention Official whom shall be retroactive to 4/1/20 see res 20-94.

DIANNE CAMELO DIDIO, MAYOR

Passed on a roll call vote at the special meeting of the Mayor and Council of the Borough of Oradell held on Tuesday, November 10, 2020

Laura J. Lyons, CPM, RMC, RPPO
Borough Administrator/Municipal Clerk

BOROUGH OF ORADELL
BERGEN COUNTY, NEW JERSEY

RESOLUTION 20-194

Offered by

Seconded by

Member	Aye	No	Abstain	Absent
MAYOR DIDIO				
SCHOENBERG				
TASHJIAN				
CARNEVALE				
JANNICELLI				
KELLY				
YU				

BE IT RESOLVED, that the Mayor and Council of the Borough of Oradell, County of Bergen, accepts and approves the corrective action plan for the 2019 audit as submitted by the Chief Financial Officer, and that a certified copy of this resolution and a copy of the corrective action plan be submitted to the Division of Local Government Services by the Borough Clerk.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at the Special Public Meeting of the Mayor and Council of the Borough of Oradell held on Tuesday, November 10, 2020.

(SEAL)

ATTEST:

Laura J. Lyons, CPM, RMC, RPPO
Borough Administrator/Municipal Clerk

RESOLUTION 20-194

CORRECTIVE ACTION PLAN

Audit Report of Calendar Year Ending December 31, 2019

Borough of Oradell
County of Bergen
September 6, 2020

Finding #1

Building permits were not charged in accordance with the Borough's fee schedule.

Recommendation:

That all building permits be charged in accordance with the Borough's fee schedule.

Explanation and Corrective Action:

The Borough amended the Fee Ordinance in 2019 and a copy of the Ordinance was provided to the Building Department's software vendor, Spatial Data Logic (SDL). The Borough Auditor noted the building subcode fees in SDL were not calculating correctly for renovations & alternations based on how the ordinance was written. The Technical Assistant to the Construction Official reached out to SDL and requested SDL to make the necessary changes in the computer program and the issue was rectified by SDL on January 15th, 2020. The Uniform Construction Officer will be requesting training sessions from SDL to train his staff members on how to make changes into the program.

Implementation:

January 15, 2020

Finding #2

Political Disclosure forms were not received from all vendors required to submit them.

Recommendation:

That all Political Disclosure forms be received from all vendors required to submit them.

Explanation and Corrective Action:

It is imperative that all Political Disclosure forms are completed, received and available for audit. A checklist has been created by the Borough Clerk to be part of the file upon execution of the contract awarded through a "fair and open process". This checklist includes items such as resolution to issue RFP/RFQ, resolution to award contract, award affidavit from newspaper, copy of contract, pay to play certification, political disclosure form, etc. For any non-fair and open contracts, the Borough Deputy Clerk sends letters to the vendors and requests political disclosure forms to be submitted to the Borough. On the letters, the Deputy Clerk will state that the Borough will not release payments until all the required forms are procured. The Deputy Clerk will notify the Accounts Payable Clerk if the vendors are not in compliance. All Political Disclosure forms will be on file in the Clerk's Office.

Implementation:

Immediate

BOROUGH OF ORADELL
BERGEN COUNTY, NEW JERSEY
ORDINANCE #20-4

This ordinance published herewith was introduced and passed upon first reading at a meeting of the Borough Council of the Borough of Oradell, in the County of Bergen and State of New Jersey, held on October 27, 2020. It will be further considered for final passage after public hearing thereon, at a Public Meeting of said Borough Council to be held in the Town Hall, in said Borough, on November 10, 2020 at 7:30 PM, and during the week prior to and up to and including the date of such meeting, copies of said ordinance will be made available at the Clerk's Office in said Borough Hall to the members of the general public who shall request the same.

LAURA J. LYONS
Municipal Clerk

**BOROUGH OF ORADELL
BERGEN COUNTY, NEW JERSEY
ORDINANCE #20-4**

**AN ORDINANCE TO FIX COMPENSATION OF CERTAIN EMPLOYEES OF THE
BOROUGH OF ORADELL, COUNTY OF BERGEN AND STATE OF NEW JERSEY.**

BE IT ORDAINED by the Borough Council of the Borough of Oradell as follows:

SECTION 1. PURPOSE salaries and wages, longevity payments or other compensation provided for by terms of this ordinance are hereby fixed for the respective employees of the Borough of Oradell. The respective rates and sums shown herein effective January 1, 2018 as per schedule A.

SECTION 2. METHOD OF PAYMENT The Chief Financial officer will present semi-monthly to the governing body for approval warrants drawn to the order of the Borough of Oradell Payroll Account as follows:

In advance for all employees whose salaries are on annual or weekly basis when such salaries are due and payable prior to the next regular meeting of the governing body. In advance for all employees whose compensation is on an hourly basis when the compensation has been approved by the chairman of the appropriate committee and has been certified to the municipal Chief Financial Officer.

At the first meeting of the governing body in January of each year there shall be approved an account to be designated "The Borough of Oradell Payroll Account," and from time to time the Chief Financial Officer, upon receipt of a warrant for the amount due such Payroll Account, shall deposit the same to the credit of the Payroll Account. The Chief Financial officer shall thereafter draw checks on said Payroll Account to the employees entitled to payment therefrom.

At each regular meeting of the governing body the Chief Financial Officer shall submit for approval or ratification, as the case may be, the necessary payrolls for the amount due the several officers and employees for compensation. The payroll shall be considered by the governing body in due course and approved if found to be correct. In case of error or adjustment in the payroll, it shall be the duty of the Chief Financial Officer to see that such error or adjustment is properly corrected and an appropriate record made thereof.

Such officers as may be designated by the governing body are hereby authorized to sign warrants drawn in favor of the Payroll Account upon due notice that the appropriate payrolls have been approved by the proper committee and by the proper certifying authorities.

The Chief Financial Officer or the Borough Clerk are hereby designated as officers to sign payroll checks.

SECTION 3. WORKERS' COMPENSATION Salary payable while an employee is on compensation shall be the full amount of his/her salary less the amount payable for compensation

by the insurance carrier in that given payroll period. This arrangement shall be subject to review and approval for continuation by the Mayor and Council on a quarterly calendar.

SECTION 4. CONFIRMATION Any office or position named herein not heretofore established by ordinance of the Borough of Oradell is hereby established, ratified and confirmed.

SECTION 5. REPEALER All ordinances governing payment of salaries, wages and compensation heretofore enacted and inconsistent herewith are hereby expressly repealed.

SECTION 6. EFFECTIVE DATE This ordinance shall take effect when passed and published, as required by law, and shall be effective to January 1, 2020 as applicable for any and all individuals employed by the Borough of Oradell as of the date of final adoption.

Schedule A

SALARY NON-UNION 2020 COMPENSATION RANGES

<u>TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Mayor	\$5,000.00	\$5,000.00
Council Members	\$3,000.00	\$4,000.00
Chief of Police	\$170,000	\$190,000
Captain of Police	\$155,000	\$170,000
Police Lieutenant	\$150,000	\$167,000
PT Borough Administrator	\$35,000	\$50,000
Borough Clerk	\$90,000	\$103,000
Tax Collector P/T	\$40.00 /HR	\$58.00 /HR
Chief Financial Officer	\$95,000	\$118,000
Tax Assessor	\$14,000.00	\$25,000.00
Purchasing Agent	\$2500.00	\$5,000.00
Construction Code Official	\$8,000.00	\$22,000.00
Building Inspector	\$20,000.00	\$37,000.00
Building Sub-Code Official	\$5,500.00	\$11,000.00
Property Maintenance Official	\$9,000.00	\$13,000.00
Zoning Official	\$2,000.00	\$8,000.00
Planning Board Administrator	\$5,000.00	\$13,000.00
Zoning Board Administrator	\$5,000.00	\$13,000.00
Plumbing Sub-Code Official	\$5,000.00	\$12,000.00
Electrical Sub-Code Official	\$5,000.00	\$12,000.00
Elevator Sub-Code Official	\$2,500.00	\$5,000.00
Fire Sub-Code Official	\$5,000.00	\$9,000.00
Fire Prevention Official	\$7,500.00	\$15,000.00
Deputy Borough Clerk	\$50,000.00	\$75,000.00
Acting Superintendent Public Works	\$85,000.00	\$87,000.00
Superintendent of Public Works	\$85,000.00	\$103,000.00
C2 Collection License holder	\$3,000.00	\$3,000.00
Public Works Supervisor	\$50,000.00	\$70,000.00
Recreation Director	\$55,000.00	\$65,000.00
Fire Inspector (3)	\$2,000.00	\$4,160.00
Part Time Clerical	\$13.30 /HR	\$14.50-\$30 /HR
Assistant (FT Confidential)	\$35,000.00	\$48,000.00
	\$14,000.00	\$16,000.00
Recreation Assistants (various)	\$8/HR	\$21/HR
Permanent Crossing Guard (w/benefits)	\$15.07 /HR	\$18.00 /HR
Permanent Crossing Guard (w/o benefits)	\$18.47 /HR	\$22.00 /HR
Substitute Crossing Guard	\$18.47 /HR	\$22.00 /HR
Temporary DPW Employees	\$7.00-\$15.00 /HR	\$7.57-\$16.25 /HR
Registrar	\$20 /HR	\$22.00 /HR
OPTV Chair	\$3,500.00	\$4,500.00
	\$18.29 /HR	\$20.00 /HR
Recording Secretary (Planning & Zoning)	\$125-\$200 / Session	\$135-\$250 / Session
Recording Secretary (Recreation & General)	\$50-\$200 / Session	\$54.00-\$250 / Session
PT Building Clerical	\$19.21 Hr	\$15,000

Bus Driver
OEM Coordinator

\$15 /HR
\$5,500.00

\$15.00-\$20.00 /HR
\$9,000.00