RESOLUTION NUMBER 20-235 BOROUGH OF ORADELL BERGEN COUNTY, NEW JERSEY

WHEREAS, the claims and accounts listed below having been checked by the Chief Financial Officer and found correct, therefore

BE IT RESOLVED, that the Mayor and Council hereby authorize the payment of these claims, and that warrants be drawn therefore when funds are available in the aggregate amount of

\$1,267,141.03 CURRENT FUND \$617,684.82 Salaries & Wages Other Expenses \$477,123.31 **Health Benefits** \$112,083.91 CAPITAL FUND General Capital \$60,244.79 TRUST FUND \$0.00 Miscellaneous Trust Dog License \$4.20 GRAND TOTAL ALL FUNDS \$1,267,141.03 **AUTHORIZED:** APPROVED: Thomas Kelly, Finance Chair Dianne Camelo Didio, Mayor The foregoing resolution was, on motion duly made and seconded, adopted by roll call vote at Sine Die Meeting of the Mayor and Council held on January 5,2021.

Laura J. Lyons, RMC

Administrator/Borough Clerk

BOROUGH OF ORADELL RESOLUTION #20-236

AUTHORIZING THE CANCELLATION OF CURRENT FUND BUDGET APPROPRIATION BALANCES

WHEREAS, following 2020 Current Fund Budget appropriation balances remain unexpended, and;

WHEREAS, is it necessary to formally cancel said balances so that the unexpended balances may be credited to Fund Balance, and;

WHEREAS, the Mayor and Council of the Borough of Oradell indicates that this cancellation is effective as of December 31, 2020;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of Borough of Oradell that the following unexpended balances of the Current Fund are hereby cancelled:

Account #

Unexpended Balance

0-01-25-240-015

\$185,754.93

Dianne Camelo Didio, Mayor

Passed on a roll call vote at the the Sine Die Meeting of the Mayor and Council of the Borough of Oradell held on Tuesday, January 5, 2020.

(SEAL) ATTEST:

Action

Data

17 Sherwood Lane

Fairfield, NJ 07004

Services

(973)244-8989

December 11, 2019

Borough of Oradell 355 Kinderkmack Road Oradell, NJ 07649 Attn: Katie W. Chen

Dear Katie,

I appreciate the opportunity to submit this proposal to continue to provide Payroll and Accounting services to your Town. Please allow this letter to summarize the agreement between Action Data Services, Inc. and the Borough of Oradell to our providing these services to you. Included herewith is our price schedule.

ADS is a payroll/tax specialist, with over 33 years of experience in the Municipal, Educational and Utility payroll fields. Our staff is dedicated to servicing our customers, providing them with prompt, accurate answers to payroll and tax questions. Our software is state of the art with the most recent tax and pension requirements issued from Trenton. We give you services that many of our competitors, including the larger ones, are unable to offer.

We furnish payroll services for approximately 35,000 employees, of which 20,000 are PERS, P&F or TPAF employees. ADS also offers an unlimited number of payroll reports designed for payroll reporting.

We propose a one (1) year contract with a commencement date of January 1, 2021, ending on December 31, 2021. We will maintain the current pricing levels on all services contained in this proposal for the two year contract period. This contract is set up with a price of "Not to Exceed" \$10,000.00. (This includes all Accounting services listed including Pension Filing & Payment).

We at Action Data are looking forward to continue to provide your organization with as complete a payroll, as you require. Please review our proposal to continue to have ADS handle your payroll and payroll accounting needs.

Very truly yours,

Rob Barker

Rob Barker Action Data Services Please allow this letter to summarize the agreement between Action Data Services, Inc., and the Borough of Oradell to our providing services to you.

Because Action Data Services (ADS) as a service transmits a file to the client's depository containing the direct deposit information of the client's employees, ADS must maintain compliancy to Section 2.2.1.2 of the NACHA Rule. Prior to ADS transmitting the above mentioned direct deposit NACHA file to the client's depository, a "ACH Initiation Agreement" between the ADS and the client must be signed and on file with ADS. Additionally any client that will utilize the direct debit service as a means of paying any payroll related obligation must sign a "Direct Debit Authorization Agreement", granting Action Data Services debit access to the appropriate client account(s).

By signing this contract, you the client warrant to ADS that you will comply with and be bound by the rules of the National Automated Clearing House Association (NACHA). You agree not to originate entries that violate the laws of the United States. *Ex. knowingly and willfully entering falsified payroll data into ADS's data entry system*. You offer the right of the ODFI/TPS to audit the Originator's compliance with the Origination Agreement and the NACHA Rules.

This contract has been awarded to Action Data Services based on the merits and abilities of the organization. The undersigned officer of Action Data Services does hereby attest that no controlling officers with a interest in excess of 10% of the company has made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A.19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of this contract that would affect their eligibility to perform this contract. Nor will they make a reportable contribution during the term of this contract to any political party, committee, or employee of the Borough of Oradell if a member of the political party/committee is serving an elective public office of the Borough of Oradell, when the contract is awarded.

<u>Contract Term</u>: The term of this Contract shall be for (1) years commencing on January 1, 2021 and ending on December 31, 20121. We will maintain the current pricing levels on all services contained in this proposal for the two year contract period.

If the information contained in this proposal is acceptable, please sign and return a copy for our files along with a copy of the approved resolution.

Borough of Oradell	Action Data Services
Officer's Name	Officer's Name
Title	Title
Date	Date

Services Action Data Services agrees to provide

- 1. Provide bi-weekly payroll processing (26 times per year) with an average of 430 employees per pay period for 9 months and 3 months at 590 employees (includes approximately 160 seasonal employees), with special calculations for "two" free payrolls per year.
- 2. Web access online data entry of payroll.
- 3. Payroll delivery of checks and reports by courier to the Payroll Department not later than 24 hours prior to the effective date of the distribution of the payroll.
- 4. Direct deposit with any institution.
- 5. Check signing and envelope insert service
- 6. Tax payment and filing services (withholding and depositing) with tax and penalty coverage for any errors, including Report Filing, Deposits and Payment of ALL required state and federal payroll taxes, assuming all responsibilities for timely filings and payments.
- 7. Employee training
- 8. Implementation which includes process review and recommendations for improved efficiencies.
- 9. Online services for employees ESS (paycheckinfo.com)
- 10. Report writing and filing of state pension reports Compliance with PFRS, PERS, and DCRP Pension Reports, Loan Reports, and Payments (Biweekly, Quarterly, Annually).
- 11. Provision of a payroll test or preview must be made available for review for potential errors prior to generation of payroll checks and direct deposits for every payroll.
- 12. Deduction accumulators
- 13. Quarter/Year End reporting and delivery, including W-2 and 1099 preparation, processing, delivery and filing.
- 14. Benefit accrual (vacation, sick and personal days)
- 15. Export file for General Ledger payroll journal and/or input ready report (for Journal entry input)
- 16. Ability to track and have access to multiple prior year pay rates
- 17. Help Desk, with immediate access to Customer Service/Technical Support, with shared/dual desk support capabilities.
- 18. Wage garnishment administration including the required payments to Third Party entities.
- 19. Payroll reporting, including:
 - a. Bi-weekly Payroll registers.
 - b. Payroll tax reports (Biweekly, Quarterly, Annually)
 - c. Pension deduction reports (Biweekly, Quarterly, Annually)
 - d. Payroll expense distribution reporting (Biweekly)
 - e. Cumulative payroll reporting for gross payroll, pay compensation components, payroll taxes and other payroll deductions (Biweekly, Quarterly, Annually)
 - f. Miscellaneous and Other Payroll deduction reporting (Biweekly, Quarterly, Annually)

- g. Wage garnishment reporting (Biweekly, Quarterly, Annually)
- 20. Agency payment administration (Child Support, Insurances, Cafeteria Plan Benefits).
- 21. Deduction Codes --- need numerous.
- 22. Administer all Unemployment functions/claims processing.
- 23. Labor Distribution/EEO/Workman's Compensation Reports.
- 24. Stop payments/voids/reversing direct deposits.
- 25. GTL Automated Calculations.

Why Choose ADS?

- As a tax specialist we literally sign your returns as your accountant. ADS staff in our Fairfield office
 prepares your taxes. Our competitors either assign this responsibility to a third party, or have the
 work performed out of state.
- ADS is the only service bureau in New Jersey recognized by the State to physically perform a
 pension filing and payment service.
- Our Third Party Agency Service truly identifies us as the only Payroll/Accounting service in the
 market today! We have offered this service to Municipalities, Boards and Utilities for more than
 fifteen years. We are constantly revising and introducing new ideas to keep abreast of your auditor's
 requirements. To conclude, we enter all payments into our EXCLUSIVE Trial Balance Sheet
 allowing an automatic audit trail of all activities in an easy to read format.
- As accountants, we perform a <u>complete</u> Bank Reconciliation, which includes a review of the complexity of what is required regarding the accomplishment of full reconciliation of all pertinent bank records. We reconcile the payroll against the actual payroll records, and then compare the results to your bank statements.

Here are several other good reasons to choose ADS.

- The government payroll market (Municipalities, Boards and Utilities) makes up our mainstream clientele. Unlike any of our competitors, these clients represent over 85% of our total.
- We offer the flexibility in developing solutions to your problems. You will not have to settle to be the square peg that must fit into the round hole!
- We truly offer "old fashioned" Customer Service. <u>All</u> aspects of interfacing with our customers are accomplished on a personalized level. If there is a problem, we will be there to help!

When all is totaled, Payroll, Pensions, Taxes, Agency, and Customer Service, we believe that it becomes abundantly clear why we call ourselves SPECIALISTS.

The true value of who Action Data is and what we can do is generally best recognized by those Administrators and CFO's who have the experience and knowledge to challenge their objectives and demand more from what they are currently receiving. If you are looking for just another Payroll Company, we can mimic what our competitors do, but you would be missing out in discovering why we have no equals in our market. When we deal with intelligent people who have the ability to recognize who we are and what we can do, we end up with a new client, as well as a new friend.

BOROUGH OF ORADELL BERGEN COUNTY, NEW JERSEY

RESOLUTION 20-237

Offered	hv
	\sim 7

Seconded by

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

WHEREAS, there exists a need to engage Payroll and Pension services for the Borough of Oradell; and

WHEREAS, in accordance with fiduciary responsibility, contracts need to be examined from time to time; and

WHEREAS, the CFO and Borough Administrator solicited proposals for these services; and

WHEREAS, the CFO and Borough Administrator recommend awarding a one-year contract to the current provider Action Data Services (ADS) at an amount not to exceed \$10,000 for all services per contract year; and

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Oradell authorize the Borough Administrator to execute an agreement with Action Data Services (ADS) for Payroll and Pension Services for the Borough of Oradell in an amount not to exceed \$10,000 effective January 1, 2021 ending on December 31, 2021.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at the Sine Die Meeting of the Mayor and Council of the Borough of Oradell held on Tuesday, January 5, 2021				
(SEAL)				
ATTEST:				
Laura J. Lyons, CPM, RMC, RPPO Borough Administrator/Municipal Clerk				
This Resolution to take effect upon certification of this Resolution funds are available.	by the CFO that sufficient			
I hereby certify to the availability of funds in the amount of <u>\$</u> numberfor the award of this contract,	in account			
	Chief Financial Officer			
I hereby certify that the above is a true copy of a resolution passed by the Council of the Borough of Oradell at the meeting held on <u>January 5, 2021</u>				
	Borough Clerk			

RESOLUTION 20- 238 BOROUGH OF ORADELL BERGEN COUNTY, NJ

WHEREAS, there is a judgment issued by the Bergen County Board of Taxation dated 6/11/2020 for the 2020 assessment for the property assessed to Gabriyel Akbulut located at230 Merritt Drive, Block 1402 Lot 18;

WHEREAS, taxes are current on the property;

WHEREAS, Lereta LLC made a payment creating an overpayment in the amount of \$3,612.43;

THEREFORE, a refund shall be issued in the amount of \$3,612.43 to the Lereta LLC, Attn: Refunds, P.O. Box 35605, Dallas, TX 75235;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Oradell, that a check be drawn on the Borough of Oradell Claims Account as described above;

BE IT FURTHER RESOLVED that the proper Borough Officials are authorized to sign said checks and that a copy of this Resolution be furnished to the proper Borough Officials for their records.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at a Sine Die meeting of the Mayor and Council of the Borough of Oradell held on January 5, 2021

(SEAL)

ATTEST:

RESOLUTION 20-239 BOROUGH OF ORADELL BERGEN COUNTY, NJ

WHEREAS, there is a tax overpayment for the property assessed to Jing D. Zheng located at 588 Schaefer Avenue, Block 219 Lot 1;

WHEREAS, Title Authority LLC made a payment in excess of the billed amount for the fourth quarter of 2020;

WHEREAS, taxes are current on the property;

THEREFORE, a refund shall be issued in the amount of \$775.11 to Title Authority LLC, 12 Roszel Road, Suite A207, Princeton, NJ 08540;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Oradell, that a check be drawn on the Borough of Oradell Claims Account as described above;

BE IT FURTHER RESOLVED that the proper Borough Officials are authorized to sign said checks and that a copy of this Resolution be furnished to the proper Borough Officials for their records.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at a Sine Die meeting of the Mayor and Council of the Borough of Oradell held on January 5, 2021

(SEAL)

ATTEST:

RESOLUTION 20-240 BOROUGH OF ORADELL BERGEN COUNTY, NJ

WHEREAS, there is a tax overpayment for the property assessed to John & Donna Callinan located at 505 Oradell Avenue, Block 1208 Lot 1;

WHEREAS, Dynamic Title Agency of NJ LLC made a payment in excess of the billed amount for the fourth quarter of 2020;

WHEREAS, taxes are current on the property;

THEREFORE, a refund shall be issued in the amount of \$287.42 to Dynamic Title Agency of NJ LLC, 877 Prospect Street, Glen Rock, NJ 07452;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Oradell, that a check be drawn on the Borough of Oradell Claims Account as described above;

BE IT FURTHER RESOLVED that the proper Borough Officials are authorized to sign said checks and that a copy of this Resolution be furnished to the proper Borough Officials for their records.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at a Sine Die meeting of the Mayor and Council of the Borough of Oradell held on January 5, 2021

(SEAL)

ATTEST:

RESOLUTION 20-241 BOROUGH OF ORADELL BERGEN COUNTY, NJ

WHEREAS, a judgment was received from the Bergen County Board of Taxation dated 12/1/2020 for the property assessed to German X. & Dinorah Calderon located at 400 Francis Court, Block 601 Lot 37;

WHEREAS, the judgment was rendered for the property's assessment for the year 2020 creating an overpayment in the amount of \$2,019.75;

WHEREAS, taxes are current on the property;

WHEREAS, payment for the fourth quarter of 2020 was made by Sunnyside Title Agency LLC due to the sale of the subject property;

THEREFORE, a refund shall be issued in the amount of \$2,019.75 to the Sunnyside Title Agency LLC, 1 Kinderkamack Road, Hackensack, NJ 07601;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Oradell, that a check be drawn on the Borough of Oradell Claims Account as described above;

BE IT FURTHER RESOLVED that the proper Borough Officials are authorized to sign said checks and that a copy of this Resolution be furnished to the proper Borough Officials for their records.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at a Sine Die meeting of the Mayor and Council of the Borough of Oradell held on January 5, 2021

(SEAL)

ATTEST:

RESOLUTION 20-242 BOROUGH OF ORADELL BERGEN COUNTY, NJ

WHEREAS, there is a tax overpayment for the property assessed to Kol Dorot A Reform Jewish Community located at 660 Kinderkamack Road, Block 807 Lot 3;

WHEREAS, Vested Land Services LLC made a payment in excess of the billed amount for the fourth quarter of 2019 which was applied to the first quarter of 2020;

WHEREAS, the subject property is tax exempt in 2020;

WHEREAS, taxes are current on the property;

THEREFORE, a refund shall be issued in the amount of \$34.51 to Vested Land Services LLC, 165 Passaic Avenue, Suite 101, Fairfield, NJ 07004;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Oradell, that a check be drawn on the Borough of Oradell Claims Account as described above;

BE IT FURTHER RESOLVED that the proper Borough Officials are authorized to sign said checks and that a copy of this Resolution be furnished to the proper Borough Officials for their records.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at a Sine Die meeting of the Mayor and Council of the Borough of Oradell held on January 5, 2021

(SEAL)

ATTEST:

RESOLUTION 20-243 BOROUGH OF ORADELL BERGEN COUNTY, NJ

WHEREAS, there is a judgment issued by the Bergen County Board of Taxation dated 12/14/2020 for the 2020 added assessment for the property assessed to John & Rebecca Dugan located at 737 Park Avenue, Block 410 Lot 15;

WHEREAS, taxes are current on the property;

THEREFORE, a refund shall be issued in the amount of \$1,445.05 to the property owners at the address above for the reduction in the added assessment;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Oradell, that a check be drawn on the Borough of Oradell Claims Account as described above;

BE IT FURTHER RESOLVED that the proper Borough Officials are authorized to sign said checks and that a copy of this Resolution be furnished to the proper Borough Officials for their records.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at a Sine Die meeting of the Mayor and Council of the Borough of Oradell held on January 5, 2021

(SEAL)

ATTEST:

RESOLUTION 20-244 BOROUGH OF ORADELL BERGEN COUNTY, NJ

WHEREAS, there is a tax overpayment for the property assessed to Joseph & Eileen Ciccarelli located at 820 Ridgewood Avenue, Block 410 Lot 35;

WHEREAS, Corelogic and Amrock both made payments for the fourth quarter of 2020;

WHEREAS, taxes are current on the property;

THEREFORE, a refund shall be issued in the amount of \$4,114.49 to Corelogic, Attn: Refunds, 3001 Hackberry Drive, Irving, TX 75063;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Oradell, that a check be drawn on the Borough of Oradell Claims Account as described above;

BE IT FURTHER RESOLVED that the proper Borough Officials are authorized to sign said checks and that a copy of this Resolution be furnished to the proper Borough Officials for their records.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at a Sine Die meeting of the Mayor and Council of the Borough of Oradell held on January 5, 2021

(SEAL)

ATTEST:

BOROUGH OF ORADELL BERGEN COUNTY, NJ RESOLUTION #20-245

Title: Approval to Cancel Tax Overpayments and Tax Balances for 2020

WHEREAS, there exists tax balances for the year 2020 in the amount of \$60.80 and tax overpayments in the amount of \$.71;

WHEREAS, attempts have been made to collect these funds from the appropriate property owners;

WHEREAS, NJSA 40A:5-17 allows for the cancellation of tax refunds and tax balances in the amount of less than \$10.00;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Oradell that these items be cleared from the records and cancelled to fund balance if appropriate;

BE IT FURTHER RESOLVED that the proper Borough Officials be furnished a copy of this Resolution for their records.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at the Sine Die Meeting of the Mayor And Council of the Borough of Oradell Held on Tuesday, January 5, 2021

(SEAL) ATTEST:

LAURA J. LYONS, CPM, RMC, RPPO BOROUGH ADMINISTRATOR/MUNICIPAL CLERK

BOROUGH OF ORADELL BERGEN COUNTY, NJ RESOLUTION #20-246

Title: Approval to Cancel Sewer Tax Balances and Overpayments

WHEREAS, there exists sewer tax balances and overpayments for the year 2020, listed below;

WHEREAS, NJSA 40A:5-17 allows for the cancellation of tax balances and overpayments in amounts less than \$10.00;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Oradell that these items be cleared from the records and cancelled in the amount of \$37.64 (balances) and \$9.93 (overpayments);

BE IT FURTHER RESOLVED that the proper Borough Officials be furnished a copy of this Resolution for their records.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at Sine Die Regular meeting of the Mayor and Council of the Borough of Oradell held on January 5, 2021

(SEAL)

Attest:

LAURA J. LYONS, CPM, RMC, RPPO BOROUGH ADMINISTRATOR/MUNICIPAL CLERK

RESOLUTION 20-247

RESOLUTION FOR ORADELL TO CONFIRM ENDORSEMENT OF COMMUNITY DEVELOPMENT PROJECT

WHEREAS, a Bergen County HOME Investment Partnerships application of \$550,560 has been proposed by BCUW/Madeline Housing Partners, LLC for Oradell Supportive Housing in the municipality of Oradell, and

WHEREAS, pursuant to the State Interlocal Services Act, HOME funds may not be spent in a municipality without authorization by the Mayor and Council, and

WHEREAS, the aforesaid project is in the best interest of the people of Oradell, and

WHEREAS, this resolution does not obligate the financial resources of the municipality and is intended solely to expedite expenditure of the aforesaid HOME application,

Now, Therefore, Be It Resolved, that the Mayor and Council of Oradell hereby confirm endorsement of the aforesaid project, and

Be It Further Resolved, that a copy of this resolution shall be sent to the Director of the Bergen County Division of Community Development so that implementation of the aforesaid project may be expedited.

DIANNE CAMELO DIDIO, MAYOR

Passed on roll call vote at the Sine Die Meeting of the Mayor and Council of the Borough of Oradell held on Tuesday, January 5, 2021

ATTEST:

RESOLUTION 20-248 BOROUGH OF ORADELL BERGEN COUNTY

WHEREAS, the Mayor and Council received a Developers Agreement for supportive housing by the Bergen County United Way/Madeline Housing LLC on Genther Avenue; and

WHEREAS, all appropriate documents have been reviewed by the Borough Attorney.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council hereby approve a Developer's Agreement with BCUW/Madeline Housing Partners LLC.

Dianne Camelo Didio, Mayor

Passed on roll call vote at a Sine Die Meeting of the Mayor and Council of the Borough of Oradell held on Tuesday, January 5, 2020. (Seal)

Laura J. Lyons, Borough Administrator/ Municipal Clerk