

Township of South Hackensack  
Bergen County, New Jersey  
November 12, 2020 7:00 PM  
7:30 PM PUBLIC MEETING  
AGENDA

Regular /Telephonic/Video Meeting/Physical Meeting in Senior Center

Topic: So. Hackensack Township's Zoom Meeting  
Time: Nov 12, 2020 07:30 PM Eastern Time

Join Zoom Meeting  
<https://southhackensacknj.zoom.us/j/98490902605?pwd=N1RjUUN0cEgrK0I5eVE5K01rUHA3QT09>

Meeting ID: 984 9090 2605  
Passcode: 398731

**Dial by PHONE**  
1 929 205 6099 US  
Meeting ID: 984 9090 2605  
Passcode: 398731

James Anzevino, Mayor  
Gary Brugger  
Frank Cagas  
Yris Encarnacion  
Luis Perdomo

Donna L. Gambutti, Municipal Clerk  
David V. Nasta, Esq., Municipal Attorney

Call of Meeting to Order~

Flag Salute~

*This is a Regular Meeting of the Township Committee of South Hackensack. The date, time and location of this meeting has been advertised in the official Newspapers of the Township, filed with the Township Clerk and posted on the bulletin board in the Municipal Building. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.*

## Roll Call~

## Correspondence~

- General Correspondence and Reports for October 2020

## Old Business~

- Meadowlands Rebuild By Design Update- *Report by Mr. Brugger*
- CDBG 2021-2022- *Report by Township Clerk*

## New Business~

- Veteran's Park Phase II Improvements Design- *Report by Anthony Kuras, Township Engineer*

## Resolutions~

- Consent Agenda Resolution 2020-11
  
- Ordinances~ Introduction~ N/A

- Ordinances~ Adoption~
- ORDINANCE NO. 2020-05- *Second Reading, Public Hearing and Adoption*

**AN ORDINANCE TO FIX THE SALARIES, RETAINERS,  
AND CONTRACTUAL SERVICE CHARGES OF CERTAIN  
OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF  
SOUTH HACKENSACK FOR 2020**

By:

2<sup>nd</sup>:

RC:

Mayor's Report~

Committee Reports~

Public Comments~

Adjournment~

<b>Consent Agenda Resolution 2020-11 November 12, 2020</b>
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WHEREAS, the Township Committee of the Township of South Hackensack, has reviewed the Consent Agenda consisting of various proposed resolutions; and

WHEREAS, the Township Committee of the Township of South Hackensack is not desirous of removing a resolution from the consent agenda,

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of South Hackensack that the following resolutions on the Consent Agenda are hereby approved and adopted:

**Resolution No. 2020-141- Corrective Action Plan for 2019 Municipal Audit**  
**Resolution No. 2020-142 - Payment of Bills November 2020**  
**Resolution No. 2020-143 – October 2020 License Report**

Resolution No. 2020-144 – Approval of Township Minutes  
Resolution No. 2020-145 – Appoint Full Time and Part Time Dispatchers  
Resolution No. 2020-146 – Refund Duplicate Payment for Property Taxes- 3 Romanaelli Avenue  
Resolution No. 2020-147 – Authorizing Developers Agreement for DDK, LLC- 228 Huyler Street  
Resolution No. 2020-148– Award of Contract to Neglia Engineering- For Professional Engineering Design Services for Leuning Street CDBG Paving Project  
Resolution No. 2020-149- Authoring & Granting Seven (7) Sick Days Returned to DPW Worker C. Loor’s Sick Bank  
Resolution No. 2020-150- Appoint DPW Winter Seasonal Labor for 2020-2021 Season  
Resolution No. 2020-151- Appoint Administrative Ancillary Staff  
Resolution No. 2020-152- Approve Flat Rate Payment for Traffic Detail with the Bogota Police Department  
Resolution No. 2020-153- Approve SH Employee Insurance Incentives  
Resolution No. 2020-154- Authorize Employee Health Benefits Waiver for 2021

Motion:

Second:

November 12, 2020

Approved:

Attest:

\_\_\_\_\_  
James Anzevino, Mayor

\_\_\_\_\_  
Donna L. Gambutti, Municipal Clerk

Township of South Hackensack  
Bergen County, New Jersey

<b>Resolution No. 2020 – 141 Corrective Action Plan for 2019 Municipal Audit</b>
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WHEREAS, the 2019 Annual Audit of the Township of South Hackensack, conducted by Lerch, Vinci & Higgins, LLP, contained certain recommendations requiring action; and

WHEREAS, these recommendation have been reviewed by the Township's Chief Financial Officer; and

WHEREAS, the Chief Financial Officer, in accordance with the requirement promulgated by the New Jersey Division of Local Government Services, has developed a plan to address the recommendations listed by the auditor,

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack, County of Bergen, that the Corrective Acton Plan for the 2019 Annual Municipal Audit, hereto attached, is hereby approved and accepted; and

BE IT FURTHER RESOLVED that the Township Clerk is hereby directed to transmit a certified copy of this resolution and its attachments to the New Jersey Division of local Government Services.

Name of Municipality: Township of South Hackensack

County: Bergen

Date of Audit Report: December 31, 2019

Date Report is Received: October 20, 2020

Finding Number: 1

Description: The bank reconciliation balances be in agreement with respective Fund's general ledger.

Corrective Action: The CFO and finance staff have been working with the auditor to make appropriate adjustments to the general ledger to achieve compliance. Efforts will continue to bring balances into agreement.

Implementation Date: Ongoing

Name of Municipality: Township of South Hackensack

County: Bergen

Date of Audit Report: December 31, 2019

Date Report is Received: October 20, 2020

Finding Number: 2

Description: Purchase orders be encumbered prior to the ordering of goods or services

Corrective Action: Training and policies regarding issuance of purchase orders were reinforced with appropriate employees. Efforts will continue to achieve compliance.

Implementation Date: Ongoing

Name of Municipality: Township of South Hackensack

County: Bergen

Date of Audit Report: December 31, 2019

Date Report is Received: October 20, 2020

Finding Number: 3

Description: A detailed payroll agency deduction ledger be currently maintained and be in agreement with the monthly bank reconciliations.

Corrective Action: Training and policies regarding maintenance of this ledger were reinforced with appropriate employees. Efforts will continue to achieve compliance.

Implementation Date: Ongoing

Name of Municipality: Township of South Hackensack

County: Bergen

Date of Audit Report:	December 31, 2019
Date Report is Received:	October 20, 2020
Finding Number:	4
Description:	The respective Current Fund grant receivables and appropriated grant reserve balances be reviewed and cleared of record.
Corrective Action:	The Township Committee will be advised to review these grants and take appropriate action.
Implementation Date:	Ongoing
Name of Municipality:	Township of South Hackensack
County:	Bergen
Date of Audit Report:	December 31, 2019
Date Report is Received:	October 20, 2020
Finding Number:	5
Description:	Procedures be implemented to ensure that COAH administrative expenditures do not exceed the maximum allowable twenty percent threshold.
Corrective Action:	The Township Committee will be advised to notify appropriate employees of statutory requirements.
Implementation Date:	Ongoing
Name of Municipality:	Township of South Hackensack
County:	Bergen
Date of Audit Report:	December 31, 2019
Date Report is Received:	October 20, 2020
Finding Number:	6

Description: Political contribution disclosure forms and business registration certificates be obtained in accordance with the requirements of the Local Public Contracts Law.

Corrective Action: The Township Committee will be advised to notify appropriate employees of statutory requirements.

Implementation Date: Ongoing

Name of Municipality: Township of South Hackensack

County: Bergen

Date of Audit Report: December 31, 2019

Date Report is Received: October 20, 2020

Finding Number: 7

Description: The official minutes of Township Committee meetings be prepared and approved in a timely manner.

Corrective Action: The Township Committee will be advised to notify appropriate employees of statutory requirements.

Implementation Date: Ongoing

Name of Municipality: Township of South Hackensack

County: Bergen

Date of Audit Report: December 31, 2019

Date Report is Received: October 20, 2020

Finding Number: 8

Description: Fixed asset records be currently updated and consideration be given to integrate fixed asset accounting system with the Township's purchasing system.

Corrective Action: The Township Committee will be advised to notify appropriate employees of statutory requirements.



Implementation Date: Ongoing  
Name of Municipality: Township of South Hackensack  
County: Bergen  
Date of Audit Report: December 31, 2019  
Date Report is Received: October 20, 2020  
Finding Number: 9  
Description: Purchase orders be created and encumbered for all General Capital contracts approved by the Township Committee.  
Corrective Action: Training and policies regarding issuance of purchase orders were reinforced with appropriate employees.

Implementation Date: Ongoing  
Name of Municipality: Township of South Hackensack  
County: Bergen  
Date of Audit Report: December 31, 2019  
Date Report is Received: October 20, 2020

Finding Number: 10  
Description: The Township adhere to all requirements contained in New Jersey Local Public Contracts Laws and Local Finance Notices.  
Corrective Action: The Township Committee will be advised to notify appropriate employees of statutory requirements.

Implementation Date: Ongoing  
Name of Municipality: Township of South Hackensack  
County: Bergen

Date of Audit Report: December 31, 2019  
Date Report is Received: October 20, 2020  
Finding Number: 11  
Description: The annual Uniform Construction Code (UCC) report be filed in a timely manner and available for audit.  
Corrective Action: The Township Committee will be advised to notify appropriate employees of statutory requirements.  
Implementation Date: Ongoing

Approved:

Attest:

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James Anzevino , Mayor

\_\_\_\_\_  
Donna L. Gambutti, Municipal Clerk

**Township of South Hackensack  
Bergen County, New Jersey**

**Resolution No. 2020 - 142 – Payment of Bills – November 2020 - \$ 1,926,706.04**

WHEREAS there has been presented to the Mayor and Council of the Township of South Hackensack, the attached list of invoices requesting payment of the work, labor, services and materials supplied to the Township and;

WHEREAS said list and certification specify the exact line item in the Budget or Ordinance to be charged therewith;

NOW THEREFORE BE IT RESOLVED that payment of said invoices is hereby approved and authorized and the Chief Financial Officer is hereby approved and directed to draw warrants in payment thereof, same to be signed by the proper officials of the Township who are hereby authorized to sign same, and;

BE IT RESOLVED that certification of the Chief Financial Officer of the availability of funds therefore shall be attached to the original copy of the Resolution and both ;are kept in the files of the Municipal Clerk.

Consent Agenda Resolution No. 2020-11

Date: November 12, 2020

ATTEST:

APPROVED:

\_\_\_\_\_  
Donna L. Gambutti, Township Clerk

\_\_\_\_\_  
James Anzevino, Mayor

The undersigned, being the Chief Financial Officer for the Township of South Hackensack, County of Bergen, New Jersey, and the person charged with the responsibility of maintaining financial records of said Township in accordance with N.J.S.A. 40:4-578 and the rules of the local Finance Board of the State of New Jersey adopted thereunder, does hereby certify that there are adequate funds available for the payment of the attached list of invoices, duly adopted by said Township and which said list indicates the specific line item of said budget to which expenditures shall be charged.

*Christopher W. Eilert*

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Christopher W. Eilert, CFO

November 9, 2020  
HACKENSACK  
02:18 PM  
Check Date

TOWNSHIP OF SOUTH  
Page No: 1  
Check Register By

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Range of Checking Accts: First                      to Last                      Range of Check  
Dates: 10/09/20 to 12/31/20  
Report Type: All Checks                      Report Format: Super  
Condensed    Check Type: Computer: Y    Manual: Y    Dir Deposit: Y