

June 25, 2024

Regular meeting of the Mayor and Council of the Borough of Victory Gardens held on June 25, 2024.

Mayor Holeman called the meeting to order and declared a quorum present.

Pledge of Allegiance to the Flag of our Country.
Please remain standing for a moment of silence for our military.

This meeting has been advertised in one newspaper, The Daily Record, in compliance with the New Jersey Open Public Meeting Act.

ATTENDANCE: Councilman Suarez, Councilman Glass, Councilwoman Hedgepath, Councilman Hale, Councilman Lorenzo, Councilwoman Garcia Montes.

ABSENT: None

** Attorney Feintuch was also present at this meeting.

The Mayor asked for a motion to go out of the regular order of business so that we can discuss the adoption of the 2024 budget.

Motion was made to go out of the regular order of business to discuss the 2024 budget. Motion made by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

At this time the meeting was turned over to the CFO, the Treasurer and Man Lee from Nisivoccia.

CFO - Joe said nothing has changed in the budget from its introduction to now. We answered all the States questions. We received our approval from the state to adopt the budget.

The Mayor asked how come it took so long to get to the adoption of the budget? Did it have anything to do with the financial statements not being done?

Treasurer - Jason said financials have to be done by February 10th. The State moved the date to April this year. We are where everyone else is. We may be a little later.

The Mayor said we have always been on time and adopted quickly. We are not use to being this late. The Mayor asked if members of Council had any questions? Hearing none he asked for a motion to open the meeting to the public on the budget only.

Motion to open the meeting to the public for hearing on the budget made by Councilwoman Montes, seconded by Councilman Glass and approved on verbal fote. None opposed.

Jim Janone - How much is the budget going up from last year to this year? Total appropriations Joe said is \$420,000. Taxes \$30,000.00 . What does that equate to per home assessed at \$179,000 . It would be approximately \$97.00 . It equates to a 3.75% on the municipal side of the budget and 4.22% between school and county. County said they are not going up. Joe said it depends on the equalized value. Does that include Dover Board of Ed? Yes. Are there any capital projects included in this budget? Yes. We are putting \$10,000 into capital this year. Once the budget is adopted we will discuss capital projects. We have Washington Avenue getting done this year, the reassessment of the town and there is a Community Development partial funding. Roosevelt Avneue also. What line item increased this year? Reassessment, group insurance and the garbage contract.

Motion to close the meeting to the public on the budget by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote.

Councilman Lorenzo asked if Joe ever did the paprwork for us as to how much was left in each account at the end of the year? Joe said there was \$97,859 left over from last years budget. Well then, do we need to increase this years budget? Yes. Not all the monies have been accounted for at this time. You have outstanding bills from last year that have to be paid with that money.

BUDGET CONTINUED:

Auditor - Man said this is a 2 year budget. Once the bills are paid finally from 2023 and there are no other outstanding obligations then after the 2nd year it will be turned over into fund balance. You use fund balance to support your budget. If you cut your budget down to the wire then you run into trouble later on. You will deplete your savings account. You need to keep money in there. So we should have a surplus at the end of the year? Yes.

Councilwoman Montes said we expect our budget to be done and not to drag it out like this year. Will we get our budget done on time next year? Yes. Joe said this is why he wanted to bring on a Treasurer. This way the work load is cut in half.

RESOLUTION ON THE BUDGET -

BE IT RESOLVED by the Council members of the Borough of Victory Gardens, County of Morris, that the budget hereinbelow set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of \$838,061.00 for municipal purposes.

Motion was made to adopt the 2024 Budget and resolution. Motion made by Councilwoman Montes, seconded by Councilwoman Hedgepath and approved on roll call:

Councilman Suarez	Yes
Councilman Glass	Yes
Councilwoman Hedgepath	Yes
Councilman Hale	Yes
Councilman Lorenzo	Yes
Councilwoman Garcia Montes	Yes

Motion was made to go back into the regular order of business by Councilman Glass, seconded by Councilman Suarez and approved on verbal vote. None opposed.

Motion to approve the minutes of 6/11/24 made by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

CORRESPONDENCE:

DOVER BOARD OF EDUCATION - Dover will be doing the breakfast and lunch programs again at the firehouse. It will be for 7/1/24 until 8/1/24. Breakfast will be from 8:30 a.m until 9:30 a.m. and lunch will be from 12 noon until 1:30. This is 5 days a week. July 4 and 5 it will be closed.

Motion to accept the correspondence by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

VOUCHERS:

The Mayor asked if there were any questions on the vouchers? Hearing none he asked for a motion to pay the bills.

Motion to approve the vouchers for payment by Councilman Glass, seconded by Councilman Suarez and approved on roll call:

Councilman Suarez	Yes
Councilman Glass	Yes
Councilwoman Hedgepath	Yes
Councilman Hale	Yes
Councilman Lorenzo	Yes
Councilwoman Garcia Montes	Abstain

(See Vouchers Next Page)

**VOUCHER REPORTS
COUNCIL MEETING
June 25, 2024**

Voucher #	Payable to:	Type of Service	Amount	Check #
06-21	AJM Contractors Inc	Engineering OE	\$ 339.25	
06-22	Eric M Bernstein	Planning Board	\$ 456.00	
06-23	Gannett NJ Newspaper	Clerk OE	\$ 1,121.72	
06-24	Henry O Baker	Other Insurance	\$ 92.00	
06-25	Interstate Waste Services	Trash Removal	\$ 12,635.60	
06-26	J Caldwell and Associates	Clerk OE	\$ 435.00	
06-27	JCPL Borough Hall	Utilities	\$ 363.14	
06-28	JCPL Fire House	Fire OE	# \$ 120.98	
06-29	JCPL Streetlights	Street Lights OE	\$ 47.41	
06-30	Joe Costantino	Finance OE	\$ 915.00	
06-31	Konica Minolta Business Solutions	Clerk OE	\$ 250.00	
06-32	Leticia Diaz	Planning Board	\$ 90.00	
06-33	MGL Prinitng Solutions	Tax Collector	\$ 364.00	
06-34	Morris County MUA	Road OE	\$ 281.25	
06-35	Postmaster	Clerk OE	\$ 680.00	
06-36	R & L Data	Clerk OE	\$ 355.77	
06-37	Wex Bank Shell	Road OE	\$ 229.64	
06-38	Hector Lorenzo	Streets and Roads SW	\$ 2,331.20	
06-19	Leticia Diaz	Clerk SW	\$ 2,160.00	
06-20	Manuel Venereo	Streets and Roads SW	\$ 2,000.00	
TOTAL VOUCHERS			\$ 25,267.96	

DEPARTMENT REPORTS:

BUILDING DEPARTMENT - 1 permit issued for the month of June. total value of construction \$11,500.

PROPERTY MAINTENANCE - Everyone has a copy of the report.

MUNICIPAL COURT - We received \$467.12 from the court.

REGISTRAR - 2 marriage license issued for a total collected \$56.00

COMMITTEE REPORTS:

The Mayor asked if anyone has any committee reports? Councilman Lorenzo asked who takes care of the garbage at the mini mall? they have their own haulers that pick up the Clerk said. Do they still sweep the parking lot? I don't know. There is garbage all over the parking lot.

Councilwoman Montes said back on the grass at Krausers there is a lot of garbage. On the grass there is all kinds of garbage. I will call Jaine from Board of Health and have him reach out to Randolp Board of Health.

Motion to accept and put on file all reports by Councilwoman Montes, seconded by Councilman Glass and approved on verbal vote. None opposed.

NEW BUSINESS:

LIQUOR LICENSE RENEWAL FOR ALONZOS STEAKHOUSE -

RESOLUTION FOR APPROVAL OF LIQUOR
LICENSE FOR ALONZOS STEAKHOUSE

WHEREAS, the herein below names have duly filed an application for renewal of their liquor license for their respective premises as shown for the year 2024-2025, and

WHEREAS, no objections have been received from the public, and

WHEREAS, the required fees have been paid and all premises have been inspected and approved except as otherwise stated, by the Board of Health and the Bureau of Fire Prevention; and

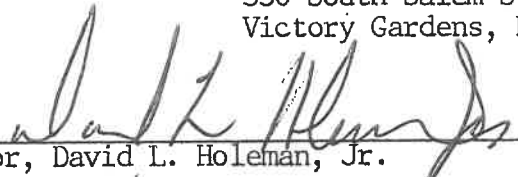
NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Victory Gardens that the said application be approved, and that the respective license be granted; and

BE IT FURTHER RESOLVED that in those cases where the inspectors of the different agencies of the Borough of Victory Gardens have found violations, the licensee shall comply and correct said violations within the time specified in the report by the various agencies.

BE IT FURTHER RESOLVED that the Borough Clerk be and is hereby authorized to issue license/certificate accordingly.

PLENARY RETAIL CONSUMPTION LICENSE

1437-33-002-003 Alonzos Steakhouse & Restaurant LLC
330 South Salem Street
Victory Gardens, N.J. 07801



Mayor, David L. Holeman, Jr.

6-25-24

Date Adopted

ATTEST: 

Deborah Evans, Borough Clerk

I, Deborah Evans, hereby certify that this is a true and exact copy of the Resolution adopted by the Mayor and Council of the Borough of Victory Gardens, at a meeting held on 6-25-24.



Deborah Evans, Borough Clerk

SPECIAL CONDITIONS: Hours of Operation - Mondays thru Thursday 8 am until 11:00 p.m.
Fridays thru Sundays 8a.m. until 12 midnight

NEW BUSINESS CONTINUED:

RESOLUTION FOR ALONZOS STEAK CONTINUED - Councilman Lorenzo asked if they have a liquor license for both buildings? No, it is one license. They carry the other side under their name. They have special hours of operation for their license. They can't be open any later than 12 midnight. If they are and they are caught the State Police can go in.

Motion to approve the license for Alonzos Steak by Councilman Lorenzo, seconded by Councilwoman Montes and approved on roll call:

Councilman Suarez	Yes
Councilman Glass	Yes
Councilwoman Hedgepath	Yes
Councilman Hale	Yes
Councilman Lorenzo	Yes
Councilwoman Garcia Montes	Yes

AWARD CONTRACT FOR ROOSEVELT AVENUE - This is a Community Development grant. Leon reviewed the bids. They received 4 bids. The bids ranged from a low of \$113,030.00 by AJM Contractors to a high of \$130,344.00. The Community Development grant is for \$91,519.00. Leon's recommendation is to award to AJM Contracting subject to the approval from the Borough Attorney.

The Clerk said the grant is for \$91,519.00 from Community Development. The low bidder was \$113,030.00. That means the Borough would have to come up with \$21,511.00 plus Leon's fees.

Councilwoman Montes asked what are they actually doing on this project? Paving, speed tables and striping. Attorney Feintuch read everything that would be done. The Clerk said it is for the entire street.

Council wants to hold off on awarding the contract so that Leon can come in to our next meeting on July 9 to discuss. Motion to table this until the July 9th meeting. Motion made by Councilwoman Montes, seconded by Councilwoman Hedgepath and approved on verbal vote. None opposed.

NARDONE ELECTRIC PROPOSAL - Councilman Glass said there are 4 things that have to be done. This estimate is for just 2 items. We will hold off on this until we get a new proposal.

CORRECTIVE ACTION PLAN FOR THE 2022 AUDIT - Everyone has a copy of the plan. CFO said he thought this was done but when he looked back in the minutes it was the 2021 we did. When you accept the Audit, you are supposed to do the corrective action plan at the same meeting. When we accepted the 2021 audit this was never done and that is why the 2021 was done later. I had not started in 2021.

Motion was made to approve the corrective action plan by Councilwoman Hedgepath, seconded by Councilman Glass and approved on roll call:

Councilman Suarez	Yes
Councilman Glass	Yes
Councilwoman Hedgepath	Yes
Councilman Hale	Yes
Councilman Lorenzo	Yes
Councilwoman Garcia Montes	Yes

(See Corrective Action Plan Next Page)

CORRECTIVE ACTION PLAN
Borough of Victory Gardens
2022 Audit

RECOMMENDATION #1

Description: Management initiates more involvement in the areas of collecting, Disbursing and recording to provide for a more adequate segregation of duties.

Corrective Action: The Borough Council and Management will review staffing and Duties to see if any changes can be made to the duties of the CFO and Treasurer are being re-evaluated to create additional checks and balances and create greater segregation.

Implementation: During 2024

RECOMMENDATION #2

Description: Consideration be given to implementing accounting systems for Encumbrances and fixed assets, as prescribed in the New Jersey Administrative Code.

Corrective Action: The Borough during 2024 will be implementing a new accounting system which should resolve the encumbrance item, During 2024, we will speak with vendors who will do a Fixed Assets inventory.

Implementation: 2024

RECOMMENDATION #3

Description: Bank reconciliations for all bank accounts be completed on a monthly basis and older reconciling items be liquidated or reviewed for possible cancellation.

Corrective Action: The Borough during 2024 has hired a Treasurer in which all reconciliations are completed on a monthly basis,

Implementation: 2024

RECOMMENDATION #4

Description: The general ledger be updated and reconciled with all subsidiary ledgers and outside department cashbooks on a monthly basis.

Corrective Action: The Borough during 2024 will be implementing a new accounting system, which resolve most of this issue.

Implementation: 2024

CORRECTIVE ACTION PLAN CONTINUED -

RECOMMENDATION #5

Description: Budget appropriation transfers be formally approved by the governing body.

Corrective Action: The Borough will adopt transfer resolutions formally.

Implementation: 2024

RECOMMENDATION #6

Description: Deficit engineering escrow accounts be reviewed for pursuit of collection or cancellation.

Corrective Action: The Borough will work with the Engineer.

Implementation: 2024

RECOMMENDATION #7

Description: A policy regarding claimant certification on vouchers in accordance with LFN 2018-13 be formally adopted.

Corrective Action: The Borough will formally adopt a policy.

Implementation: 2024

RECOMMENDATION #8

Description: Extra care be taken to ensure that the correct amount of employee health contributions is withheld.

Corrective Action: The Borough will review all calculations.

Implementation: 2024

RESOLUTION FOR NOT HAVING VENDORS SIGN VOUCHERS - Joe said that back several years ago, the State allowed towns to waive vendor signing vouchers. This was okay as long as there was a procedure put into place. Even before me, we never got vendor signatures on everything. This resolution makes it formal that you do not need vendors to sign vouchers. 99% of the towns in the State have adopted this Resolution. Everyone has a copy of the Resolution.

Motion to approve the resolution by Councilwoman Montes, seconded by Councilman Glass and approved on roll call:

Councilman Suarez	Yes
Councilman Glass	Yes
Councilwoman Hedgeapth	Yes
Councilman Hale	Yes
Councilman Lorenzo	Yes
Councilwoman Garcia Montes	Yes

(See Resolution Next Page)

RESOLUTION

BOROUGH OF VICTORY GARDENS

Resolution #

Date: June 25, 2024

WHEREAS, NJSA 40A:5-16 requires that the governing body of any local unit shall not pay out of its monies unless

(a) the person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up (the Invoice), with the certification of the party claiming payment that the bill or demand is correct (the Claimant Certification).

(b) the payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit (certification of the user department).

WHEREAS, NJAC 5:30-9A.6 gives local units discretion to not require claimant certification by enacting a standard policy by resolution for vendors or claimants who do not provide such certification as part of its normal course of business; and

WHEREAS, generally, vendors do NOT provide such certification as part of the normal course of business which has created unnecessary confusion and delay in processing claims for payment; and

WHEREAS, the Claimant certification cannot be waived for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual; and

WHEREAS, the Chief Financial Officer may establish additional restrictions and rules as deemed necessary to enforce this policy; and

WHEREAS, the Chief Financial Officer has communicated internal accounting controls as follows and has determined same to be sufficient to avoid errors and fraud in the processing of claims for payment:

- 1) No goods or services will be procured without a valid Purchase Order containing the signature of the Borough Chief Financial Officer.
- 2) Except for contract items approved by resolution of the Borough Council, all procurement transactions must originate by way of a requisition in the Borough's Finance System. Requisitions will not be processed without a signature of the Department Head (or, in certain limited situations, a designee approved by the CFO)
- 3) In processing Purchase Orders from Requisitions, Purchasing will review for:
 - a. Department Head approval
 - b. Legal Compliance (Local Public Contracts Law)
 - c. Compliance with any relevant Township policy
 - d. Reasonable business purpose
- 4) Questions regarding requisitions are reviewed with user departments.
- 5) Requisitions that exceed the Pay-to-Play threshold (\$17,500) or the bid threshold (currently \$17,500) are forwarded to Purchasing and the CFO for review and processing.
- 6) All transactions in excess of \$17,500 require approval by Borough Council resolution as a "Fair and Open Process" a "Non Fair and Open Process" an "Open Competitive Bid" or as one of several exceptions to bid. Contracts are monitored for performance as payments are processed.
 - a. User Departments certify performance
 - b. Purchasing and/or Accounts Payable review requests for payment against the terms of the contract
- 7) Requisitions that exceed 15% of the bid threshold (currently \$2,625) require at least 2 quotes (3 quotes are preferred). Quotes are obtained by user departments and held in their file with all other appropriate material and documentation. The Purchasing staff review all quotes or solicit quotes if or when needed.
- 8) Properly completed requisitions are converted to Purchase Orders by the CFO.
- 9) Department Heads are actively engaged in preparing and monitoring their annual budgets. Regular reviews are performed to assure that activity posted to the department's budget, such as Purchase Orders and Cash Payments, is valid, proper and authorized by the Department Head.

NEW BUSINESS CONTINUED:

RESOLUTION FOR VENDORS CONTINUED -

- 10) Claims for payment are submitted to Purchasing by each department. Invoices are reviewed to verify that work was performed as authorized and that prices are consistent with original proposals prior to submission to Purchasing.
- 11) Invoices attached to the Purchase Order are submitted to Purchasing for payment. A responsible person with direct knowledge that the work was performed or goods received signs the Purchase Order to authorize payment.
- 12) In processing Purchase Orders (and invoices) for payment, Purchasing and the CFO review for
 - a. Certification by responsible person attesting that services were performed or goods delivered.
 - b. Verify that payment is applied to proper contract, if applicable
 - c. No goods or services will be procured without a valid Purchase Order containing the signature of the Department Head and CFO.
 - d. Review for proper accounting treatment (proper budget account and proper budget year).
 - e. Compliance with any relevant Borough policy
 - f. Reasonable business purpose
- 13) Questions regarding Purchase Orders / Invoices are reviewed with user departments. As necessary, certain issues are escalated to review by the CFO or their designee
- 14) In preparing the annual Municipal Budget, the CFO review trends and query detail as considered necessary. All unusual items are researched.

NOW, THEREFORE, BE IT RESOLVED BY THE BOROUGH COUNCIL OF THE BOROUGH OF VICTORY GARDENS, that the internal accounting controls presented above by the CFO are adopted as Borough Policy for Payment of Claims

BE IT FURTHER RESOLVED that pursuant to NJAC 5:30-9A.6 the Borough exercises its discretion to not require claimant certifications except as required for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual;

BE IT FURTHER RESOLVED that the Chief Financial Officer may establish additional restrictions and rules as deemed necessary to enforce this policy;

BE IT FURTHER RESOLVED that this resolution is effective upon its adoption for all claims paid subsequent to January 1, 2021.

BE IT FURTHER RESOLVED that the Township shall forward a copy of this Resolution to the Mayor, Municipal Clerk, Borough Council and Chief Financial Officer.

I hereby certify that this resolution consisting of two pages, was adopted at a meeting of the Borough Council of the Borough of Victory Gardens, on the 25th day of June, 2024.

Deborah Evans, Municipal Clerk

Motion to open the meeting to the public by Councilwoman Montes, seconded by Councilman Lorenzo and approved on verbal vote. None opposed.

Jim Janone - What is the status of the sweeper? It has been taken. It was sold. For \$61.00 . What are we doing with the leaf vacuum? We will use it when we need it. If Alonzos is open beyond their hours the State Police will come in? Yes. will it get reported to the State? Yes. What is happening with the Dover Board of Education? Still waiting the Attorney said. we are waiting on them to come up with a figure. Voucher for AJM what is that for? The balance of what they are due. What about the one for JCP&L for \$47.00? that was a balance from another bill that wasn't paid. The voucher for Konica, what was that for? They came in to try and fix the copier and then told us it was obsolete and they can't fix it. Lights on Coolidge are still out. The Mayor said we sent them a list again today with a copy to OEM. The list has about 15 lights that are out. We told them that is an emergency. Sewer line by Advanced Auto there is a big hole by the sidewalk. It needs to be filled in. Greenlight on Salem is out.

Motion to close the meeting to the public by Councilwoman Montes, seconded by Councilwoman Hedgepath and approved on verbal vote. None opposed.

Motion was made to go into closed session for discussion on Personnel. Motion made by Councilwoman Montes, seconded by Councilwoman Hedgepath and approved on verbal vote. None opposed.

Motion to go back into the regular order of business by Councilwoman Montes, seconded by Councilman Lorenzo and approved on verbal vote. None opposed.

Motion to adjourn the meeting by Councilwoman Montes, seconded by Councilman Lorenzo and approved on verbal vote. None opposed.

Submitted By:

A handwritten signature in cursive script that reads "Deborah Evans". The signature is written in dark ink and is positioned above the printed name and title.

Deborah Evans
Borough Clerk