

A Regular Meeting of The Mayor and The Borough Council of The Borough of Glen Ridge was held on Monday, June 23, 2025 in the Council Chambers of the Glen Ridge Municipal Building at 7:30 p. m.

Mayor Mans called the meeting to order, led The Council and the citizens in attendance in a Salute to the Flag and read a prepared statement that adequate notice of this meeting has been provided to the public as required by statutes.

Present: Councilors Lefkovits, Law, and Moody

Absent: Councilors Hughes, Zimet and Meyer

The following Borough Officers were in attendance: Borough Administrator Michael Zichelli, Capt. Gnardellis, Clerk Ventola and Borough Attorney Malyska.

Councilor Moody made a motion to adopt the minutes of the June 9, 2025 meeting seconded by Councilor Law.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Lefkovits	Law	None		None		Hughes	
							Zimet	
		Moody					Meyer	

Mayor Mans called for written communications.

There were no written communications.

Mayor Mans called for comments of the public.

OEM Coordinator, Ann Marie Morrow thanked Lt. Gnardellis for stepping into the position and stated that his familiarity with the handbook and OEM procedures for the past 20 years makes him a great candidate for OEM Coordinator.

Mayor Mans thanked Ann Marie Morrow for her dedicated service to the community as OEM Coordinator.

**RESOLUTION NO. 109-25**

Offered by Councilor **LEFKOVITS**  
Seconded by Councilor **LAW**

**BE IT RESOLVED**, that the following Claims be approved, and Warrants be drawn for the same:

<b>CURRENT FUND</b>	<b>\$3,441,002.66</b>
<b>FEDERAL &amp; STATE GRANT FUND</b>	<b>\$0.00</b>
<b>GENERAL CAPITAL FUND</b>	<b>\$12,430.44</b>
<b>WATER OPERATING FUND</b>	<b>\$129,329.26</b>
<b>WATER CAPITAL FUND</b>	<b>\$0.00</b>
<b>POOL OPERATING FUND</b>	<b>\$6,532.07</b>
<b>POOL CAPITAL FUND</b>	<b>\$0.00</b>
<b>GENERAL TRUST FUND</b>	<b>\$1,482.00</b>
<b>PAYROLL AGENCY</b>	<b>\$93,256.01</b>
<b>STATE UNEMPLOYMENT INSURANCE TRUST FUND</b>	<b>\$0.00</b>
<b>DOG LICENSE / ANIMAL CONTROL TRUST FUND</b>	<b>\$0.00</b>

**and, BE IT RESOLVED**, that the Chief Financial Officer / Treasurer of The Borough of Glen Ridge is hereby authorized to issue the payroll for the Employees of the Borough of Glen Ridge for the pay date of July 1, 2025.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Lefkovits	Law	None		None		Hughes	
							Zimet	
		Moody					Meyer	

**RESOLUTION NO. 110-25**

Offered by Councilor **LEFKOVITS**  
Seconded by Councilor **LAW**

**GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

**WHEREAS**, the Annual Report of Audit for the year 2024 has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body; and,

**WHEREAS**, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and,

**WHEREAS**, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations, and,

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and,

**WHEREAS**, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and,

**WHEREAS**, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

**WHEREAS**, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

**NOW, THEREFORE BE IT RESOLVED**, That the Mayor and Council of Borough of Glen Ridge, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Lefkovits	Law	None		None		Hughes	
							Zimet	
		Moody					Meyer	

**RESOLUTION NO. 111-25**

Offered by Councilor **LEFKOVITS**  
Seconded by Councilor **MOODY**

**APPROVING THE CORRECTIVE ACTION PLAN FOR THE 2024 MUNICIPAL AUDIT**

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the year 2024 has been filed by a registered accountant with the Borough Clerk as per the requirements of N.J.S.A. 40A:5-6, a copy has been received by each member of the Governing Body; and

**WHEREAS**, in accordance with regulation promulgated by the Single Audit Act and the Division of Local Government Services, all municipalities are to prepare and submit to the Division of Local Government Services a Corrective Action Plan with regards to the municipal audit findings; and

**WHEREAS**, the Corrective Action Plan must be approved by formal resolution of the Mayor and Council;

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Glen Ridge, as follows:

1. That the Corrective Action Plan, which is attached hereto, as it relates to the 2024 Municipal Audit is hereby approved; and
2. That the Borough Clerk shall forward one (1) certified copy of this resolution to the Division of Local Government Services.

**CORRECTIVE ACTION REPORT**

**BOROUGH OF GLEN RIDGE**  
2024 Audit Report

**Finding #1 Animal Control Fund:**

**Description:** Animal control receipts and animal control licenses recorded in the monthly reports submitted to the State of New Jersey revealed an immaterial difference from the posting made in the software system. It was noted during testing that license numbers reported by the animal control department did not align with the sequential license numbers submitted to the State of New Jersey.

**Analysis** Animal Control Fund reports were not submitted to the State of NJ on a monthly basis. The reports were submitted by year end. Additionally, the internal records should be reconciled with the data submitted to the State of New Jersey.

**Corrective Action** The Municipal Clerk will review the submission of the Animal Control Fund monthly reports and take corrective action on any reconciliation differences prior to the submission each month. Reports will be submitted monthly to ensure accurate reporting.

**Implementation Date** Ongoing

**Finding #2 Purchase Order System:**

**Description** Accounting practices prescribed by the Division of Local Government Services require the Borough expenses to follow an encumbrance accounting system. Purchases made prior to encumbrance of the funds can result in over expenditure of a budget line.

**Analysis** Transaction testing found purchases for which the invoice date was prior to the date of the purchase order. Occasionally, instances arise for which items must be purchased through verbal approval prior to entering into the formal requisition system.

**Corrective Action** The Borough has widened its use of blanket purchase orders for reoccurring purchases and vendors. All purchases are reviewed prior to final expenditure of funds and the budget is monitored thoroughly to avoid over expenditures.

**Implementation Date** Ongoing

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Lefkovits	Law	None		None		Hughes	
							Zimet	
		Moody					Meyer	

Councilor Law, Chair of the Public Works Committee thanked Ann Marie Morrow for her dedicated service to the residents as OEM Coordinator.

**RESOLUTION NO. 112-25**

Offered by Councilor **LAW**  
Seconded by Councilor **LEFKOVITS**

**RESOLUTION APPOINTING THE EMERGENCY MANAGEMENT COORDINATOR**

**WHEREAS,** the State of New Jersey Office of Emergency Management requires that each municipality appoint an Emergency Management Coordinator; and

**WHEREAS,** Dean Gnardellis has been designated by the Mayor to serve as the Emergency Management Coordinator for the Borough of Glen Ridge; and

**WHEREAS,** it is the intention of the Council of the Borough of Glen Ridge to comply with requirement set forth by the State of New Jersey Office of Emergency Management and to forward a resolution naming appointees to the Office for its records.

**NOW THEREFORE BE IT RESOLVED,** that the Mayor and Council of the Borough of Glen Ridge hereby reappoints Dean Gnardellis, to serve as Emergency Management Coordinator effective immediately, for a period of three years; and

**BE IT FURTHER RESOLVED** that a copy of the resolution shall be forwarded to the State of New Jersey Office of Emergency Management.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Lefkovits	Law	None		None		Hughes	
							Zimet	
		Moody					Meyer	

Councilor Moody, Chair of the Planning and Development Committee thanked Eric DeLine, Topology and the Planning Board on their work to get the Round 4 affordable housing plan prepared.

**RESOLUTION NO. 113-25**

Offered by Councilor **MOODY**

Seconded by Councilor **LAW**

**WHEREAS**, the Planning Board of the Borough of Glen Ridge, County of Essex, State of New Jersey adopted the Round 4: Housing Element and Fair Share Plan on June 16, 2025; and

**WHEREAS**, the Governing Body of the Borough of Glen Ridge wishes to endorse the Round 4: Housing Element and Fair Share Plan as adopted by the Planning Board of the Borough of Glen Ridge on June 16, 2025.

**NOW, THEREFORE BE IT RESOLVED**, that the Governing Body of the Borough of Glen Ridge located in Essex County in the State of New Jersey hereby endorses the Round 4: Housing Element and Fair Share Plan as adopted by the Planning Board of the Borough of Glen Ridge on June 16, 2025.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Lefkovits	Law	None		None		Hughes	
							Zimet	
		Moody					Meyer	

Mayor Mans thanked Mike Zichelli, Eric DeLine, Topology and the Planning Board for their work on the Round 4 Affordable Housing Plan. The Mayor read a prepared statement regarding affordable housing projects and Resolution 113-25.

Captain Gnardellis reported that the Sunset Classic Race in Bloomfield will be held on Thursday and to expect traffic delays and road closures.

Clerk Ventoal reported the Primary Election ran smoothly and that 1,044 voters at the polls.

Administrator Zichelli thanked Ann Marie Morrow for her dedicated service to the Borough as OEM Coordinator during several Borough Emergencies including the Covid 19 pandemic.

Mayor Mans called for comments of the public.

No public comment was provided.

It was moved by Councilor Moody, seconded by Councilor Law that this meeting be adjourned. The Motion was adopted by an aye and no vote.

RECORDED VOTE:	Ayes		Nays		Abstained		Absent	
(Insert last name)	Lefkovits	Law	None		None		Hughes	
							Zimet	
		Moody					Meyer	

Mayor Mans thanked everyone for attending the meeting and she declared that this meeting is hereby adjourned.

The Council adjourned at 7:52 PM.

Tara Ventola

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Municipal Clerk