

Borough of Palisades Park
Work Session of the Mayor and Council
August 18, 2026

1. MAYOR CHONG PAUL KIM WILL CALL THE MEETING TO ORDER

Mayor Chong Paul Kim called the Work Session of the Mayor and Council to order at 6:00 PM.

2. STATEMENT

Mayor Kim read the public notice statement into the record, advising that this is a Work Session of the Mayor and Council, and that notice was given as follows: notice was filed January 13, 2026, with The Record and the Newark Star Ledger, both official newspapers of the Borough; notice was posted on the bulletin board at Borough Hall and on the Borough website; and a copy is preserved in the Clerk's Office.

3. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

The Pledge of Allegiance and Moment of Silence were led by Councilwoman Won Yoon.

4. ROLL CALL

Present: Mayor Kim, Councilman Donohue, Councilman Kwak, Councilwoman Lee, Councilman Shin, Councilwoman Won-Yoon

Borough Attorney Scott Krumholz and Borough Administrator Stern

Absent: Councilman Min

5. ADOPTION OF MINUTES

April 28, 2026	Regular Meeting (Revised)
June 16, 2026	Work Session (Revised)
June 23, 2026	Regular Meeting (Revised)
June 23, 2026	Executive Session (Original)
July 10, 2026	Special Meeting (Revised)
July 21, 2026	Work Session
July 28, 2026	Public Meeting
July 28, 2026	Closed Session

The Borough Clerk advised the governing body regarding the status of pending minutes. The April 28, 2026 Regular Meeting minutes were flagged for further review. The Clerk explained that a portion of the recording for that meeting was missing specifically, the record of who motioned and seconded during that session — and therefore it could not be accurately completed. The Clerk indicated that those minutes may need to be re-adopted.

Mayor Kim directed the Clerk to check the Borough's YouTube channel, noting that the Borough records meetings there under the name "Park on YouTube," to determine whether footage from that March session was available to reconstruct the missing record. Mayor Kim expressed general frustration with recurring recording deficiencies.

The Clerk advised that the July 10, 2026 Special Meeting minutes, which had been prepared by the former clerk, were under revision and would be emailed to council members the following day. The July 28, 2026 Public Meeting minutes were similarly being finalized. All other minutes in the packet were up to date.

Councilman Donohue offered a positive remark regarding the change in formatting, stating he was "very pleased that they're now on 8.5 by 11 sheets," expressing that the previous legal-size format had been cumbersome for 13 years. The Clerk acknowledged the change and indicated it would continue going forward.

6. INTRODUCTION OF ORDINANCES

Mayor Kim directed the Clerk to identify, going forward, whether an ordinance is on first reading introduction or second reading, both on the agenda and on the face of the ordinance document itself, so that the governing body and public have clarity as to what stage each ordinance is at.

Mayor Kim also requested that, going forward, all ordinances presented as amendments include redlined copies that is, documents with strikeouts indicating removed language and italicized or otherwise marked text indicating new language so that the governing body can clearly understand what has changed. Borough Administrator Roberta confirmed that redlined copies are typically prepared and indicated the practice would be reinstated consistently.

ORDINANCE 2026-22 — Revising Existing Ordinance to Incorporate Berkley Palisades Project Included in the Housing Element and Fairshare Plan

Ms. Stern provided background, explaining that this ordinance had previously appeared on an agenda but was pulled at the governing body's request due to questions. Subsequently, Mayor Kim had a conversation with Borough Planner Mike Quercia, who clarified that the ordinance pertains to a project bordering Fort Lee in which the use was changed from mid-rise to high-rise in order to extract greater benefit from a building that had already been approved. Satisfied with that explanation, Mayor Kim directed that the ordinance be reintroduced. No additional questions were raised by council members, and Mayor Kim reminded the governing body that they had one week until the next meeting to submit questions. Mayor Kim Stated he had also spoken with special attorney Ted Delgeurcio and confirmed the ordinance was in the correct form.

ORDINANCE 2026-23 — ESTABLISHMENT OF ORDINANCE FOR PROPER MANAGEMENT OF RESIDENTIAL YARD WASTE IN THE BOROUGH OF PALISADES PARK

Ms. Stern stated for this and Ordinances 2026-24, 2026-25, and 2026-26, explaining that all four are part of the Borough's stormwater compliance program. She Stated that while these ordinances had previously appeared on the agenda and been stricken, they are not amendments to existing ordinances, they are entirely new ordinances required by updated state stormwater regulations. The prior ordinances existed but were in an outdated format.

ORDINANCE 2026-24 — An Ordinance to Prohibit the Feeding of Unconfined Wildlife in any Public Park or on any Other Property Owned or Operated by the Borough of Palisades Park

ORDINANCE 2026-25 — An Ordinance to Establish Requirements for the Proper Disposal of Pet Solid Waste in the Borough of Palisades Park

Mayor Kim had a discussion regarding two provisions of the ordinance.

Regarding Section 3, which requires all pet owners and keepers to "immediately and properly dispose of their pet solid waste deposited on any property, public and private," Mayor Kim questioned whether the term "properly dispose" was adequately defined. He asked whether it was acceptable for a resident to deposit waste in the nearest public trash receptacle, or whether the waste must be carried back to the owner's home. He directed that the Borough's stormwater engineer, of Colliers Engineering, be contacted to provide a clear definition. Ms. Stern offered to share Mr. Coleman's contact information so that the appropriate council member could follow up directly.

Regarding Section 4, which exempts owners of disability assistance animals from the ordinance's provisions while such animals are performing their function, Mayor Kim expressed concern that the exemption was too broadly written. He argued that not all disabilities necessarily prevent an owner from identifying or removing pet waste and suggested the exemption should be narrowed to cover only those physical conditions that prevent an owner from identifying the waste deposit or physically retrieving it. He stated, "Just because you have a disability doesn't necessarily mean that you can't identify that your dog defecated in someone else's neighbor's yard." He requested that the engineer be consulted on more precise language prior to the second reading.

A brief discussion also arose regarding the potential installation of waste disposal kiosks with collection bins in residential neighborhoods. Ms. Stern expressed a personal view that such installations would likely be unwelcome in residential areas, and that most responsible dog owners already carry waste back to their homes rather than depositing it in the nearest public bin. The council generally concurred that dedicated waste bins in residential neighborhoods would be an overreach, and the idea was set aside.

ORDINANCE 2026-26 — An Ordinance to Prohibit Illicit Connections to the Municipal Separate Stormwater System(s) Operated by the Borough of Palisades Park

Councilman Shin raised a question regarding enforcement, asking whether violations would be ticketed directly by Department of Public Works personnel or whether complaints would be routed through the code enforcement officer. Mayor Kim clarified that at present, the Borough has only one code enforcement officer, and that all enforcement ultimately flows through that position. He emphasized that any borough employee whose duties are affected by newly passed ordinances must be properly notified of the new requirements and cannot be expected to independently discover changes through the minutes. Ms. Stern confirmed that it is the Clerk's responsibility, once an ordinance is certified, to distribute copies to affected departments.

Councilwoman Lee raised a question regarding the violation and penalty schedule set forth in Section 6 of the ordinance, specifically regarding second and third violations. Ms. Stern acknowledged that the penalty structure is

dictated by state stormwater regulations rather than being a local discretionary decision, and advised that Colliers Engineering could provide further clarification.

Ms. Stern explained that the MS4 framework — which governs the separation of sanitary sewer flows from stormwater flows — is being developed and brought into compliance for the Borough through the joint efforts of Boswell Engineering and Colliers Engineering, and that these ordinances are part of fulfilling those long-standing obligations. Mayor Kim added that the Borough has in the past inspected private properties to ensure residents are not discharging sewage into stormwater lines.

Regarding inspections and enforcement generally, Ms. Stern acknowledged that most violations of this nature come to light through neighbor complaints rather than proactive enforcement patrols, given the current shortage of code enforcement personnel.

7. 2ND READING OF ORDINANCES

ORDINANCE 2026-21 — Calendar Year 2026 Ordinance to Exceed the Municipal Budget Cost of Living and to Establish a Cap Bank (N.J.S.A. 40A:4-45.14)

The Borough's financial officer briefly addressed the function of the cap bank, noting that it retains approximately \$8,000 in reserve for the following year and assists with managing over expenditures. A brief clarification was made confirming that the vote on this ordinance had been shifted by agreement with the Borough Attorney to the following week's regular meeting rather than being taken at this work session.

8. OFF CONSENT AGENDA

RESOLUTION 2026-228 — Authorizing Shared Service Agreement between Borough of Palisades Park and Board of Education

Ms. Stern explained that this resolution, together with Resolutions 2026-229 through 2026-232, needed to be voted on that evening because the school year was imminent and the Police Department required sufficient lead time to outfit, train, and prepare the newly appointed School Law Enforcement Officers (SLEOs) before the opening of school. Councilman Donohue strongly advocated for the resolutions, noting that significant collaborative work had been done by himself, the police committee, and the Board of Education including meetings with the high school principal and the superintendent and that mistakes made in a prior attempt to establish this program had been corrected.

Councilman Donohue identified what he believed to be a discrepancy in the reimbursement figures between Resolution 2026-228 and Resolution 2026-229. Specifically, Exhibit D of Resolution 2026-228 reflected a reimbursement of approximately \$77,000, while the corresponding figure in Resolution 2026-229 was approximately \$55,000. He stated that he had been under the impression only one officer would be assigned to the public schools and expressed confusion as to why the reimbursement for the Board of Education agreement was higher.

The Director of Public Safety explained that the staffing model contemplated two officers covering the public schools under a rotating schedule one officer working five days per week and two officers rotating in a four-three-four-three pattern between the public schools and Notre Dame Academy. He further explained that equipment, including firearms and ballistic vests, would be provided by the police department to the public schools. The higher dollar figure reflects the additional coverage provided and the cost of equipment being provided by the Borough.

A detailed discussion ensued regarding Section E (Vetting of Officers) of the shared service agreement, which stated that "the Borough shall be solely responsible for recruiting, screening, selecting, appointing, and retaining each SLEO." Councilman Shin objected to this language, arguing that it did not accurately reflect the process that actually occurred. He stated that representatives of the Board of Education — including the superintendent and principals — were present at the interviews, participated in an evaluation process, and cast votes as part of the officer selection. He expressed concern that, by accepting sole responsibility in the contract, the Borough would be assuming full liability for the selection process despite the Board of Education's meaningful involvement.

The Borough Attorney clarified that the agreement does include an indemnification provision that protects both parties based on their actual conduct, not solely on the contractual language. He further confirmed that the contract would not prevent the Borough from joining the Board of Education as a party to any future legal proceeding if warranted by the facts.

The Director of Public Safety acknowledged the Board of Education's participation, characterizing it as a courtesy extended to respect their preferences, but maintained that the ultimate authority to appoint officers rests with the

Borough's police department. Nonetheless, after discussion, council members agreed that the language should be amended to more accurately reflect the shared nature of the selecting and appointing process.

A motion to amend Resolution 2026-228 to revise Section E (Vetting of Officers) by removing "selecting" and "appointing" from the Borough's sole responsibility and adding language reflecting that the selecting and appointing of officers was conducted through a shared vote involving both the Borough and the Board of Education was made by Councilman Donohue and seconded by Councilman Kwak.

Councilman Donohue – Yes; Councilman Kwak – Yes; Councilwoman Lee – Yes; Councilman Shin – Yes;
Councilwoman Won-Yoon – Yes.

Councilman Min-Absent

A motion to approve Resolution 2026-228 as amended was made by Councilman Donohue and seconded by Councilman Kwak.

Councilman Donohue – Yes; Councilman Kwak – Yes; Councilwoman Lee – Yes; Councilman Shin – Yes;
Councilwoman Won-Yoon – Yes.

Councilman Min-Absent

RESOLUTION 2026-229 — Authorizing Shared Service Agreement between Borough of Palisades Park and Notre Dame Academy

Council initially moved to apply the same amendment made to Resolution 2026-228. However, upon review, the Borough Attorney and council Stated that the Notre Dame Academy agreement contained different language regarding the vetting of officers specifically, the archdiocese's legal review had resulted in language explicitly characterizing the officers as independent contractors and specifying that "the chief of police shall confer with the principal during the hiring process," rather than establishing shared selection authority. The Borough Attorney cautioned that amending this language could conflict with the independent contractor provisions required by the archdiocese and could create legal complications. As a result, the council agreed to rescind the amendment previously applied to Resolution 2026-229.

A motion to rescind the amendment to Resolution 2026-229 was made by Councilman Donohue and seconded by Councilman Kwak.

Councilman Donohue – Yes; Councilman Kwak – Yes; Councilwoman Lee – Yes; Councilman Shin – Yes;
Councilwoman Won-Yoon – Yes.

Councilman Min-Absent

The Borough Attorney further clarified that the indemnification provisions within the agreement, as well as applicable law, would allow the Borough to bring Notre Dame Academy into any future legal proceeding where their conduct was relevant. Councilman Donohue moved to approve the resolution as written, emphasizing that the well-being of students takes precedence and that the agreement could be revisited and amended through cooperation with the school at a later date.

A motion to approve Resolution 2026-229 was made by Councilman Donohue and seconded by Councilman Kwak.

Councilman Donohue – Yes; Councilman Kwak – Yes; Councilwoman Lee – Yes; Councilman Shin – Yes;
Councilwoman Won-Yoon – Yes

Councilman Min-Absent

RESOLUTION 2026-230 — Appointing Class III Special Officer Frank Decicco

A motion to approve Resolution 2026-230 was made by Councilman Donohue and seconded by Councilman Kwak.

Councilman Donohue – Yes; Councilman Kwak – Yes; Councilwoman Lee – Yes; Councilman Shin – Yes;
Councilwoman Won-Yoon – Yes.

Councilman Min-Absent

RESOLUTION 2026-231 — Appointing Class III Special Officer Tennant

Councilman Donohue Stated that Officer Tennant comes from a distinguished public safety family, describing his credentials as a state trooper as "impeccable."

A motion to approve Resolution 2026-231 was made by Councilman Donohue and seconded by Councilman Kwak.

Councilman Donohue – Yes; Councilman Kwak – Yes; Councilwoman Lee – Yes; Councilman Shin – Yes;
Councilwoman Won-Yoon – Yes.

Councilman Min-Absent

RESOLUTION 2026-232 — Appointing Class III Special Officer Kim

Mayor Kim Stated that Anthony Kim is a former police officer from Fort Lee, characterizing him as a good choice.

A motion to approve Resolution 2026-232 was made by Councilman Donohue and seconded by Councilman Kwak.

Councilman Donohue – Yes; Councilman Kwak – Yes; Councilwoman Lee – Yes; Councilman Shin – Yes;
Councilwoman Won-Yoon – Yes.

Councilman Min-Absent

9. CONSENT AGENDA (DISCUSSION)

The Borough Clerk announced that the Consent Agenda would encompass Resolutions 2026-233 through 2026-249, with Resolution 2026-244 removed. Mayor Kim explained that Resolution 2026-244, which concerned the appointment of Michael Valente as a Class II Planning Board member, was being withdrawn because the proposed appointee had a conflict of interest involving a family member that is incompatible with the Class II planning board position. Mayor Kim indicated that a formal resignation letter would be received and that a replacement would be sought as quickly as possible, with the resolution number to be preserved for that purpose.

Council members proceeded to raise questions and comments regarding several individual items.

Resolution 2026-236 — Corrective Action Plan for Year Ended December 31, 2025:

Councilman Shin raised a substantive concern regarding the Corrective Action Plan, having conducted a personal review of three separate audits the 2021 state audit, and audits for years 2024 and 2025. He identified approximately 28 issues in total, of which 16 were repeated problems appearing across multiple audit cycles with no apparent correction. He stated, "I don't want this kind of problem with next year's audit anymore," and asked that Ms. Stern work with department heads to definitively resolve the recurring findings.

Borough Administrator Roberta responded at length, expressing her own frustration with the audit findings. She Stated that she had proactively addressed several of the issues flagged by the auditor particularly with respect to grants, purchase order procedures, and cash receipts at the pool and stated that auditor Garbarini had not communicated directly with her about any of these issues despite being present in Borough Hall. She said, "Nobody showed me one thing. Nobody came to me and said, why is this happening? I was here every day." She expressed skepticism that all of the findings were based on accurate observations and committed to re-verifying each item and providing a monthly report to the governing body on the status of corrective actions. Councilman Shin acknowledged her commitment and asked that she provide him with the list of 16 repeated issues so they could be addressed systematically.

Resolution 2026-235 — Contract with Action Data Services Inc.: Councilman Shin raised a question regarding the contract value, noting that the agreement covers seven service items for the Borough's payroll and related services. He observed that a neighboring municipality of comparable size was paying approximately \$20,000 for a similar contract with the same vendor, while Palisades Park appeared to be paying a significantly higher amount. He requested that Ms. Stern research the prior contract amount, the current contract amount, and the scope of services included, to determine whether the Borough was receiving comparable value or was potentially overpaying. Ms. Stern acknowledged the inquiry and committed to providing a comparison.

Resolution 2026-242 — Approving Shane Morin as Custodian to the Palisades Park Fire Department: Ms. Stern explained that Shane Morin had actually begun performing custodial services at the Fire Department as of March of the current year, but had inadvertently never been placed on payroll. The delay in formalizing the appointment resulted from an administrative oversight in the clerk's office at the beginning of the year, during which another

individual had been paid for January and February. Ms. Stern clarified that because Morin is an active member of the fire department, there was no liability exposure during the period of uncompensated service.

Resolution 2026-243 — Appointing Thomas Caiazza as Full-Time Fire Inspector/Code Enforcement Officer: Mayor Kim addressed this resolution at some length, emphasizing the urgent need for additional code enforcement capacity. He stated that a part-time code enforcer had recently retired, leaving only one full-time code enforcement officer to cover the entire Borough. He indicated that the candidate identified in this resolution is an in-house part-time employee being considered for a full-time dual role encompassing both fire inspection and code enforcement duties. Mayor Kim directed that Councilman Shin and Councilman Donohue, as the relevant committee chairs, conduct an interview with the candidate prior to the next week's regular meeting. He stated that if the council was not satisfied with the in-house candidate, the position would be opened to the public, but expressed a strong preference for resolving the vacancy quickly. He acknowledged that there were outstanding questions he had submitted to Ms. Stern and CFO that needed to be resolved before a final determination could be made.

Resolution 2026-248 — Amending Resolution 2026-202 Finance Clerk: Ms. Stern explained the background of this corrective resolution. Earlier in the year, a resolution had been adopted for a part-time position in the tax office. When a separate resolution was subsequently prepared for a part-time finance clerk position, the drafter inadvertently used the prior resolution as a template and failed to update all of the language and salary figures. The error was discovered when the finance clerk received her paycheck at an incorrect hourly rate. The amendment corrects the hourly rate from \$25 to \$40 per hour. A brief discussion followed regarding the employee's work schedule — she works in-person on Tuesdays and Thursdays and remotely on other days. Council members questioned the propriety of remote work, and Mayor Kim responded that results, rather than hours or location, should be the governing standard as long as Ms. Stern is satisfied with the employee's performance.

Resolution 2026-249 — Approving Roff Avenue as a Two-Way Street: Ms. Stern explained that this resolution formalizes a change recommended by the Borough's traffic engineer to restore Roff Avenue to two-way traffic. She stated that the interim clerk had recently located two prior resolutions that had originally made the road one-way. The Borough Attorney advised that, while those earlier resolutions were still technically on the books, it was prudent to pass a new resolution explicitly superseding them to create a clear, unambiguous public record of the current traffic designation.

Resolution 2026-238 — Authorize Payment to D & L Paving re: Lawn Ave and Terrace Improvements: Mayor Kim questioned why the final payment for this project was so late. Ms. Stern explained that the work had been completed in 2025 but the contractor had never formally closed out the project with the engineering firm, resulting in the payment being overlooked. Once the contractor contacted the Borough directly to inquire about payment, Ms. Stern directed the engineer to close out the project and submit the appropriate paperwork. Mayor Kim emphasized the importance of a formal milestone-based payment protocol to prevent future occurrences, and Ms. Stern confirmed that all payments are verified against project completion status before being authorized.

10. COUNCIL REPORTS

Councilman Kwak announced several upcoming community events:

The annual Street Festival, originally scheduled for September 26th, has been moved to October 3rd. He invited residents, businesses, and council members to help identify potential sponsors, vendors, and food truck operators.

The September 11th Memorial Ceremony will be held on September 11th, and he asked all council members to be present.

A Doggy Swim Day is being planned for September 10th, coinciding with the final day the Borough pool is open before closing for the season. The event would invite residents and their dogs to use the pool and would involve local business sponsors.

The Borough Director of Public Safety on behalf of himself and Police Chief George Beck expressed appreciation to the governing body for the vote approving the three Class III Special Officers and the shared service agreements, characterizing the process as significantly improved over a prior unsuccessful attempt. He stated that he and the chief "believe we have three fine individuals" and commended the work of the police committee.

Ms. Stern raised a matter regarding the 125th Anniversary Historical Book account, noting that an email had been received about transitioning oversight of the account which was established to receive proceeds from book sales to a new custodian. She indicated she had not yet had an opportunity to coordinate with the appropriate finance officer on the account transfer and would follow up accordingly.

11. ATTORNEY REPORT

No report was given.

12. BOROUGH ADMINISTRATOR REPORT

Ms. Stern mentioned the Bergen County Office will hold a Satellite offering residents an opportunity to renew passports and have documents notarized if needed.

13. POLICE REPORT

The Director of Public Safety raised an additional staffing matter, advising the governing body that the Police Department intends to bring a resolution to the next regular meeting to advertise for Traffic Enforcement Officers (TEOs). He Stated that the Borough currently has only two to three part-time TEOs covering the entire municipality, which he characterized as a dire shortage. He distributed draft resolution language to council members for advance review. Mayor Kim confirmed that Councilman Shin, as the relevant committee chair, had already been briefed and was in agreement with the need to move forward expeditiously.

14. ENGINEERS REPORT

No report.

15. PUBLIC PARTICIPATION

A motion to open the meeting to public participation was made by Councilman Donohue and seconded by Councilwoman Lee. All were in favor.

The Mayor invited members of the public to address the governing body. There were no public comments. The public participation portion was then closed.

A motion to close public participation and return to the work session was made by Councilman Donohue and seconded by Councilwoman Lee. All were in favor.

16. EXECUTIVE SESSION

No executive session was held.

17. ADJOURNMENT

A motion to close the work session and adjourn was made by Councilman Donohue and seconded by Councilman Kwak. All were in favor.

The meeting was adjourned at 9:00 PM.

Respectfully submitted.

Laura Borchers RMC, CMR.

Interim Borough Clerk

CERTIFIED TO BE A TRUE COPY OF MINUTES APPROVED AT THE MAYOR AND COUNCIL MEETING ON SEPTEMBER 29, 2026.

Attest:


Laura Borchers, RMC, CMR
Interim Borough Clerk


Chong Paul Kim
Mayor