

**MAYOR AND COUNCIL MEETING**  
**WORK SESSION**  
**June 11, 2013**  
**8:44 P.M.**

Present: Councilmembers; Galdi, Kilmartin, Bosi, Oppelt, Hopper, Council President Misciagna, and Mayor Maguire

Absent: None

Also Present: John Ten Hoeve, Borough Attorney  
Colleen Ennis, CFO  
Kelley O'Donnell, Borough Clerk/Administrator

**Mayor Maguire read the compliance statement earlier as required by the Open Public Meeting Act, P.L. 1975, Chapter 231.**

- **August Bond Sale- Jeff Bliss, Lerch Vinci, Higgins**
  - Report distributed by Jeff Bliss
  - J. Bliss reviewed the Borough's debt.
    - Permanently Finance Debt
      - Every time we look at the Debt Service the numbers change.
  - Three scenarios discussed
    - Clean up all unfinanced and unfunded debt.
      - Intent is to get a plan in place so that the component of the tax rate is stabilized
        - 1-2 more Bond sales to get to that point.
  - Scenario 2 not so bad
  - Scenario 3 would include 2017 projects
  - Council discussion on risk by waiting until 2016 or 2017.
    - Problem with Scenario 1 - costly to pay all professional fees
  - J. Bliss reviewed table with three scenarios for those present.
    - Recommends every 5 years - one drops off and a new one comes in.
  - Scenario two does not include \$700,000 of 2017 debt. Each time there is a "traunch" is an opportunity to do another Bond Sale 2024-2028
  - J. Bliss advised that by starting now in 2013 the Borough starts the leveling of the Borough's debt service in its tax rate.
  - Refunding Permanent debt- refinance it
    - the savings is 3% over the lifetime as per Local Finance law.
  - Each issue is basically a 10 year bond non – callable. Interest rates are usually lower.
  - Councilman Bosi provided J. Bliss with a copy of the 5 year Capital Plan.
  - Sale of the Post Office not being bonded since we have a contract for sale.
  - Discussion on \$2.5 Million currently in BAN's
    - Post office not included in scenarios
  - Tax Appeals notes will not be bonded scheduled to be paid off in 5 years-3 years left.
  - Mayor Maguire stated that for August Sale – Borough is looking at \$2.3 Million

- Council discussion on paying off notes
  - Bonds- locks in interest rate locks in amortization schedule
- Review of existing Long Term Debt Service
- Review of Historic low interest rates
- Bond Counsel will prepare a combining ordinance
- Then form and sale resolution will be needed
  - Timetable needed from Steve Rogurt resolution dates and ordinances dates.
- Council discussion on Bond interest rates and BAN's
- Councilman Bosi will ask utility if they are going to bond also they would share professional costs.
- Schedule needed –J. Bliss to reach out to S. Rogut.
- All agree with Bond Sale in August.
- Mayor Maguire stated that a lot of good work went into this and it puts us on a good path.
- Mayor Maguire thanked Councilman Bosi for his work on 5 year plan.

**J. Bliss left meeting at 9:24PM**

**BOROUGH CLERK / ADMINISTRATOR REPORT**

- **2012 Bergen County Community Development Grant Applications:**
  - Please see prior reports and minutes for history.
    - **Punch list of items to be completed prior to payment authorization**
    - **Waiting for certification from Joe Bruno authorizing payment to John LaRocca.**
    - **Certification received and payment authorized by resolution this evening**
- **BCOSTF Grant Application: BC OST 2011 Funding Round:**
  - Please see prior reports and minutes for history.
    - **Eve Mancuso has completed Topo Survey**
    - **Preliminary walk through with Landscape Architect has taken place to lay out walking path and parking areas**
    - **Brigitte Bogart working with Landscape Architect on conceptual plan.**
- **Police Consolidation Study**
  - Please see prior admin reports for history
    - **Advisory Committee meeting scheduled for 5/16**
    - **Final report to be available to the full Council by 6/1**
    - **Dates for Public Hearings to be scheduled end June**
- **Police Accreditation Grant – CALEA**
  - Please see prior admin reports for history
    - **Initial meeting held with Chief Madden on 10/17**
      - **Process takes approx.. 18-24 mos. To complete.**
  - Amended Rules & Regulations forwarded to John Ten Hoeve on 3/19
    - **John Ten Hoeve requested “old” rules and regulation for comparison**
      - **Forwarded on 3/19 also**
  - John Ten Hoeve requested Kelley O'Donnell distribute to Mayor and Council for review on 3/28

- Chief was following up with John Ten Hoeve on status of updated Rules and Regulations
- John Ten Hoeve has recommended that the Rules & Regulations be forwarded to M. Ruderman for review.
- John Ten Hoeve to review Rules and Regulations
- **Evaluation of Recreation Facilities for compliance with 2010 ADA Standards**
  - Eve Mancuso provided a report dated 2/8/2012
  - I have asked for a proposal for Construction Cost Estimate and professional services for Davies Field/Memorial Park first
    - Too involved to complete all at one time
    - After construction cost estimate received Borough can evaluate funding options
      - Community Development
        - Discussed funding option with Michele Popkin
          - Would not qualify
      - Discuss other grants with Brigitte Bogart
  - Proposal and estimate received for Memorial Park (Rotary Park, Pavilion and Davies Field) from Brooker Engineering dated 6/25/12 for \$10,600.
  - **Asked Brigitte Bogart to look at Grant Opportunities**
- **Borough Hall Improvements**
  - Please see prior admin reports for history
  - Presentation to be made to Board of Public Works
    - Nancy to schedule
  - Authorize K. O'Donnell to request proposal from Perry Petrillo for plans and construction cost estimate.
  - All agree K. O'Donnell to ask Perry Petrillo.
- **BC OSTF 2012 Funding Round**
  - **Sulak Recreation Area**
  - Application deadline August 30, 2012
  - Open Space Committees scheduled to meet 6/27 to discuss
  - Planner working on grant application.
  - Endorsing resolution adopted 10/23.
  - **Funding cut in this region**
  - **Application withdrawn**
    - **Will resubmit 2013**
- **BC OSTF 2013 Funding Round**
  - Application are due by 8/29
  - Endorsing Resolution will be required for grant application
  - Should be submitted with grant application
  - Email Brigitte Bogart for application and endorsing resolution.
- **Telephone System**
  - Bill Beattie provided a phone inventory 7/12/2012
  - Proposal received 8/6, copy attached

- Need to review with Bill Beattie
- Angelo Dellarmo working on this project to assist
- Initial proposal did not offer any monthly cost savings
- Angelo Dellarmo working on eliminating lines
- I have asked Angelo to see if the Merlin system can be set up for automated attendant to be done as a trial.
  - With Lyn's retirement would like to utilize Karen more to assist with general clerical
- Angelo has arranged for a phone presentation on Tuesday, February 26<sup>th</sup>
  - Present system has automated attendant capabilities. We are using it sporadically as Karen is assisting departments or is away from her desk for an extended period. Reprogramming is needed and Angelo will look into it.
- **BC CDBG Funding year 2013**
  - Agreement executed authorizing \$3,638
- **Downtown Parking and Striping**
  - Chamber of Commerce will shortly be distributing a downtown map with parking areas noted
    - To better define these areas it was suggested that striping be done
  - Peter Wayne is getting proposals for thermo graphic
    - Longer lifetime and dries quicker
      - Minimize disruption of traffic
  - Peter Wayne reached out to vendors again last week, still waiting for proposals
    - Copy of map was sent to them
    - **\$12,000 has been included in 2013 budget**
      - Life expectancy 5-7 yrs on roadway, 7-10 yrs parking stalls
  - Email sent to T. Connolly, as recommended, to confirm that the roadways involved are not scheduled for resurfacing
  - Peter Wayne sent final plan to Statewide Striping for updated proposal
  - Parking Plan currently under review by Sgt. Mauro
  - Westwood uses Statewide for their striping also
  - Peter Wayne met with Tom Connolly of Bergen County DPW
    - Park Avenue is on the County's five year plan for resurfacing
      - If the Borough were to complete the ADA ramps
        - Reimbursable County Grant available, assistance with engineering costs and County cooperative vendor for concrete ramps
      - County would resurface and stripe according to parking plan
  - I have asked Eve to determine number of ramps that need to be brought up to new standards and prepare a cost estimate
    - Realistic timetable – County Engineering of ramp late summer/early fall
    - Concrete work may be able to be completed
    - Confirm County would resurface in 2014 and stripe
  - If we strip in 2013 at Borough's expense, County would replace the striping when the resurface
  - **Comments from Sgt. Mauro reviewed by Mayor and Council**

- Submitted to Planning Board for comment
- Stateline has confirmed the proposal for \$12,200
- Mayor Maguire gave to Brigitte Bogart to discuss with Planning Board.
- Authorize Eve Mancuso to prepare cost estimate for ADA Ramps and discuss with county scheduling.
  
- **Bus Shelter Agreement – Pascack Road**
  - Waiting for County Exec. Signature
  - Agreement has been signed by all parties
    - Schedule coordination will be handled through Pete Wayne
      - Don't anticipate installation prior to Spring
  - Agreements have been signed and forwarded to Attorney General
  - Fully executed Agreement received on April 29<sup>th</sup>
  - Demolition of existing shelter will be coordinated with Peter Wayne when new shelter is available for installation
  
- **FY 2013 NJDOT – Municipal Aid Grants**
  - NJ DOT screening committee met 1/30 and reviewed applications
  - They have now been sent to the State for funding
    - Could be a few weeks or a few months
  - Notice of award of \$150,000 for Ridge Avenue received
    - Eve Mancuso reached out to NJDOT to use funds for portion of Ridge Avenue included in this year's road program
    - Requested documentation forwarded to NJDOT
  - Eve Mancuso revising scope of work resurfacing Spring Valley to Second Street and adding drainage on Ridge Avenue
  
- **2013 Road Improvement Program – Professional Services**
  - Proposal received from Eve Mancuso dated 2/4
    - \$41,140 (7% of construction costs)
      - Typical is 10%
  - Board of Public Works has expressed concern that Maple leaf is not included
    - Recommendation that it be added as an alternate
  - Revised proposal received for engineering fees with the inclusion of Maple leaf as alternate
    - \$61,178
  - Eve Mancuso has begun working on specs.
  - After adoption of Ordinance No. 2013-001 resolutions will be required authorizing receipt of bids and award of contract for engineering services
  - Resolutions authorizing receipt of bids and award of engineering contract included on 3/26 agenda.
  - Notice in The Record 4/16
  - Bid Opening 5/2 at 11am
  - Recommendation to John Ten Hoeve for contract preparation anticipating award of contract on 5/14
  - PreCon meeting held 5/20
  - Construction to begin by end of June
  - Project to be complete by end of summer

- Eve Mancuso will be utilizing Smart Sheet software to track project
- Schedule expected from Contractor week of 6/10
- Work will begin on Sulak Lane
- 2013 Road Program – possible additions
  - 18 King Road
    - Part of 2012 road program – water is jumping new concrete curb
  - DPW built up curb with asphalt – homeowner is not happy and wants the 20’ of concrete curb replaced – Eve reviewed with Pete on 4/18
  - 89 Rivervale Road
    - Eve and Pete inspected on 4/18
    - After bids are received, Mayor and Council can review and determine if the budget will permit the addition of these 2 locations.
    - These 2 locations will be added as change orders
- **Councilman Bosi advised a resident complained about pot holes and drainage issues on North Second Street**
- **Council discussion on completing curbing and drainage prior to authorization of change orders**
  - **If there are going to be issues, typically they arise during curbs and drainage, unforeseen factors**
- **Ask E. Mancuso to price out North Second Street**
- **Financial Disclosure Forms – Local Government Officers**
  - New Online Process – no paper filings
  - Local Finance Notice to be issued with filing instructions
    - Instructions will be forwarded to you when available
  - Filing instructions released Friday, April 19<sup>th</sup>
    - Mirella will email instructions to you
  - **Mirella sent out a reminder email**
  - **Must be completed by May 31, 2013**
  - **Mirella to give list of Board Committee Members who have not completed their Financial Disclosure**
- **Borough Hall Entry Security System**
  - Proposal received from Advanced Security Systems
  - Second Proposal required
  - **Mayor and Council to determine if this should be included with improvements to Borough Facilities.**
- **PRPD – HGACBuy.org**
  - Cooperative pricing for Emergency Equipment
  - Chief Mauro, Deputy Chief Diedtrich and I have been working on getting the required information to participate in the cooperative – National Coop based in Texas
  - Possibility for substantial savings on pumper
    - Number of NJ towns participate
  - We are also discussing the potential auction value of current pumper and timing
  - Log in information is required
    - I have followed up with them and expect it by the end of the week

- **Log in information forwarded to Bill Beattie, Peter Mauro, B.J. Diedtrich, Joseph Madden and Peter Wayne.**
  
- **Fence at Sulak Fields**
  - Proposals received for fencing at Sulak – Anchor Fence
    - 4' Chain link - \$2,900
    - 4' post & rail with galvanized chain link and black ties - \$3,980
    - 4' post & rail with black ties and black vinyl coated mesh - \$5,280
  - Proposal received for 4' black vinyl coated chain link with black coated posts
    - Anchor Fence Co - \$3,000
    - Emerson Fence - \$2,995
      - 4' post & rail with black ties and black vinyl coated mesh - \$5,160
  - Anchor Fence will install last week May/first week June
    - Emerson could not install until later in June
  - **Voucher has been issued to Anchor and installation scheduled asap.**
  - **Installation next week.**
  
- **Interactive Map on Borough website**
  - Proposal has been received from Civil Solutions for \$1,400 and included in the 2013 Budget
    - Recommendation that it be discussed with Technology Committee on 4/24
    - If the Borough wishes to move forward and meeting will need to be scheduled with Civil Solutions to provide specific direction
  
- **BCUA-Solid Waste cooperative**
  - Contract terminates 5/31/2013
    - Coop price of \$70.27/ton
  - BCUA went out to bid
    - ADS Transfer Station apparent low bidder
      - Located in Totowa, NJ
      - Rate is \$65.35/ton
    - Waste Management has objected to the award
  - Added costs to the Borough are associated with this award due to the additional travel time.
  - BCUA has been notified of the Borough's intent to participate
  - Action Carting has been notified by Certified Return Receipt letter of the Borough's intent to participate.
  - **Article in the Record indicated that Advanced Disposal Services is selling their facilities in NJ & NY.**
  
- **Cash Receipts – Pool**
  - Registration packets were mailed and information posted on the website
  - Total received through 5/20/2013 - \$109,395
    - Same time frame in 2012 - \$47,210
    - Provided as an FYI
    - Send out new report to Mayor and Council

- **Exempt Employee Salaries – Classification & Compensation**
  - Ordinance setting salary ranges introduced 5/28
  - Scheduled for adoption on 6/11
  - Resolution will be required setting actual salaries for 2013
  
- **Internet Blocking Software**
  - C. Ennis and I have presented before the request for Internet Blocking Software
    - Included in 2013 budget
  - We can block certain sites or we can allow certain sites
  - Towns handle it both ways
  - We will be starting with the office staff – trial to see how it works
    - We pay a per seat fee
  - We had discussed Bill, Colleen and I not having the software loaded on our computers
    - Mayor and Council have no concerns about software not being installed on computers of exempt supervisors.
  - Councilman Bosi advised that his company utilizes a free solution
  
- **Lifetime Fitness- Road Opening Permit-Drainage work**
  - Contractor requested an earlier start on 6/10 through 6/12
    - Wishes to start at 7:00AM
  - No residents would be effected
  - Reached out to the Marriott
    - They prefer mobilizing at 7 AM
      - No equipment or machinery before 7:15-7:30 AM
  - Contractor has been notified
  - Provided as an FYI
  
- **BCUA Shredding Event- 2013**
  - Scheduled for October 19<sup>th</sup>
  - As it gets closer, information will be posted on website and sign board
  
- **Greater Pascack Valley Woman’s Club**
  - Requesting permission to place permanent sign on Ridge Avenue
    - Resolution for 6/25 approving request. They will purchase, Peter Wayne would have to install.
  - Mayor and Council Ok.
  
- **Medicare Advantage Plan**
  - Letters sent to retirees with enrollment form
    - Mandatory enrollment, level of benefits similar to or better than what was provided
  - Some savings to the Borough
  - PowerPoint presentation available if you would like me to send it to you.
  
- **AVD Cleaners Inc. d/b/a A Touch of Elegance**
  - Appearing before the ZBA on 6/18/13

- **Train Station**
  - Conference call 6/6 with John DelColle and Dara Callender
    - Train Station is listed on the NJ Registry for Historic Preservation
      - Needs State Approval- Application process
        - NJ Transit would complete application
    - Color would need to be identified, must be historic or the same
      - Approval process for this relatively simple
      - NJ Transit has their own contact at HPC that they work with exclusively
    - Since the station is very close to the tracks flag protection is need
      - Estimate the costs to be \$1000/day
    - I looked at the station and didn't think it was in that bad of shape
    - 2 windows on the tack side- scraping and repainting
  - I did advise NJ Transit that there are missing pavers and cracked pavers
    - They will address that as soon as possible.
  - Mayor and Council advised that no follow up was necessary.

- **K. O'Donnell was asked to follow up on Fifth Street Culvert**

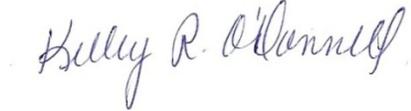
#### **August Meeting Schedule**

- **Prior discussions on cancelling 8/27 meeting- will not have a quorum**
- **Special Primary election set for 8/13- Not sure if I have office coverage.**
- **Eve Mancusco asked to attend 6/25 meeting**
  - Actual Construction costs for 86 River Vale & King Road & additional drainage on Ridge Avenue resolution needed to amendment to contract.
- Mayor Maguire requested list from M. Hernandez for those Board / Committee members who have not completed their Financial Disclosures.
- K. O'Donnell was asked to reach out to Action Carting to see if they are interested in picking up roll off at Sulak and dropping at ADS-Totowa at least 2 times a week Monday & Thursday.
- Council discussion on pool receipts and rate structure.
- Council asked K. O'Donnell for narrative on salary adjustments for exempt employees.
- Firehouse Issues provided to Mayor and Council as an FYI.
- Email from BCPO discussed with Mayor and Council. It does not look like there will be forfeiture funds available for interior improvements.
- Bob Ludwig Sr. To be recognized at a future meeting for years of service on PKRG-TV.
- Council discussion on date for Police Consolidation Public Hearing and location of Public Hearing.

- **CFO Report Colleen Ennis**
  - Reverse 911 calls –Utility payment scam
    - Collections on utility accounts
  - C. Ennis reviewed what transpired

**Adjourned at 10:30 p.m.**

Respectfully submitted,

A handwritten signature in blue ink that reads "Kelley R. O'Donnell". The signature is written in a cursive style with a large initial 'K' and 'O'.

Kelley R. O'Donnell, RMC  
Borough Clerk / Administrator