

BOROUGH OF PARK RIDGE
MAYOR AND COUNCIL MEETING
WORK SESSION

January 5, 2010
8:35 P.M.

Present: Council President Levinson, Council members; Kane, Maguire, Viola,
Brouwer and Mayor Ruschman

Absent: Councilmember Maughan

Also Present: Robert Mancinelli, Borough Attorney
Helene Fall, Administrator
Colleen Ennis, CFO
Kelley O'Donnell, Borough Clerk

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

BOROUGH CLERK REPORT

- Clerk advised Council that Qualification Statements for T & M Engineering will be saved in the event that they would like to review them
 - In the past T & M Engineering has been appointed as Special Grant Engineer or Special Project Engineer
- Update on Minutes
 - I will be working on minutes
 - Hopefully, the January 26th meeting will have us all up to date
- Temple Beth Sholom submitted a list of dates they would like to use the parking lot at the “old” post office property
 - The Borough is in receipt of a COLI
 - I will notify the Police Department
- Justin looked at the calendar capabilities of the web site & we could put a calendar on a committee’s default page

CHIEF FINANCE OFFICER REPORT

- At the end of each month reports on revenues & expenses
- Tax & utility collections

BOROUGH ADMINISTRATOR REPORT

- Earlier had submitted a status report
- Councilmember Brouwer noted that the Employee Handbook is being updated

- Helene Fall stated that it was one of the first things the Borough Attorney and Clerk had discussed with her
 - Incorporating items from the Bargaining Agreements as well
 - After discussions with the Clerk, Helene Fall noted that 2 handbooks are necessary
 - One for all employees and one for the exempt employees
 - Helene Fall also mentioned that she has been working with the DOP and Civil Service
- Hopes to have the handbook completed at the end of the first quarter
 - She will ask the A-team to review
- Helene Fall stated that in the absence of the Administrator the CFO was the designated official
 - The A-team has recommended that Helene Fall be the designated person
 - **Resolution needed**
 - **Council agrees with Recommendation**
- **Bus Shelters**
 - New shelters are available for replacing any shelters over 20 years
 - Helene Fall had a conversation with Lou Turli
 - Recommended replacing 3 shelters
 - She would like to get input from the beautification committee with regard to color
 - Council discussion on Bus Stop at 37 Park Avenue
 - Helene Fall advised that NJ Transit could come out & determine if a shelter is warranted
 - Council discussion on when application came before the Board the County did not want a shelter because if decreased visibility
 - **Helene Fall will check with NJ Transit**
- NJ Transit**
 - Helene Fall & Councilmember Maguire have the attention of NJ Transit with regard to the pavers at Depot Square
 - Mayor Ruschman will meet with NJ Transit when he returns to discuss
 - Replacement of Pavers
 - Moving train one car length when it stops at Park Ridge
 - Would allow gate to open & not block intersection
- **Litter Receptacle for home waste**
 - **Ordinance to be drafted**
 - Councilmember Kane would like to talk with the business owners
 - Helene Fall states that fines could be in place
- **Alternate Zoning Officer**
 - **Ordinance needed**

- **2009 PV Coop Road Improvement Program**
 - **Final Voucher and Maintenance Bond Received**
 - **Resolution needed for 1/26/10 meeting**
- **Cablevision**
 - **HGTV & Food Network dropped**
 - **Helene will send letter on behalf of Park Ridge residents**
- **JIF/BMed Commissioners**
 - **Councilmember Brouwer commissioner for JIF**
 - **Helene Fall commissioner for BMed**
 - **Clerk and Administrator will be alternates**
 - **Resolution needed for 1/26/10 meeting**

BOROUGH ATTORNEY REPORT

- 2 roadways – private property
 - Musso Lane
 - Leroy Place
 - **Council direction needed**
 - **No determination made**
- **Request from Marriott**
 - Add a tenant
 - Botanical Day Spa/Nail Salon
 - They want to offer a high quality day spa
 - Objects to extensive licensing, application fees, testing, fingerprinting
 - \$100/per operator annual renewal
 - Preliminary research shared with Nick Saluzzi and Lyn Beer
 - Every ordinance is surrounding area very similar
 - Written approximately 10 years ago
 - Reached out to the Borough Planner for preliminary input
 - Council discussion on increased revenue generated
 - Council discussion on finding a similar situation
 - Woodcliff Lake – Hilton
 - Teaneck – Glenpointe Marriott
 - Rob Mancinelli advised Zoning Officer to wait for Council direction
 - Applicant may need to go before Zoning Board of Adjustment for approval
 - **Helene Fall will look into Teaneck's Ordinance**
 - **Rob Mancinelli will look into Woodcliff Lake's ordinance and talk to Burgis Assoc.**
 - **More info to follow at 1/26/10 meeting**
- **Musso Lane/Leroy Place**

- **Mayor Ruschman reviewed the situation with Councilmembers Brouwer & Maguire**
 - **Private roads and municipal services**
 - **Councilmember Brouwer said he was familiar with the situation**
 - **The Director of Operations and Road Supervisor did not have a problem not using the R.O.W.**
 - **Leaf removal**
 - **Snow Plowing**
- **Council discussion on possible tax appeals if services were stopped**
- Rob Mancinelli stated that at the last meeting it was left that the property owners on Musso Lane would be advised that there are 2 options
 - 4 houses effected on Musso Lane
 - Dedicate the R.O.W.
 - Will look for improvements in the future
 - Stop municipal services
- Leroy Place
 - Started as a drainage issue & expanded
 - Council discussion on dead end Leroy Place & continue 6th street
- Helene Fall recommends meeting with the residents before a letter is sent
 - Councilmember Viola recommends dealing with Musso Lane first
- Rob Mancinelli feels that the Administrator should write the letter
 - **Helene Fall thinks a meeting is better to start**
 - **Council President Levinson will attend**

COUNCIL CONCERNS

- Council President Levinson stated that Mayor Ruschman had pulled the By Laws from the Reorganization meeting
 - The Committees needed to be changed to reflect the Standing Committees
 - Liaison was changed to read at least 1 member of the Council
- Article 4 will be the Email Policy
- Article 6 she would like to add to describe Liaison roles
- **Council President Levinson will draft Liaison roles and distribute to all**
- **Rob Mancinelli will redistribute Email Policy which was distributed earlier in 2009**
 - Council discussion on public privilege to the floor
 - 15minutes per person and/or per topic
- Council President Levinson stated that the Volunteer data base will be updated
 - She will work on mail merge & Council Liaison letters
 - Council President Levinson stated that she would like the liaisons to get the By Laws and calendar of events from each committee, board and commission
- Council President Levinson asked the Council to be active liaisons
 - To provide reports at the Mayor & Council meetings

- Mayor Ruschman stated that the Council has been very good with their reporting
- Council President Levinson said she was asked by the press for the Goals & Objectives of this Council
 - Public Work Session meeting scheduled for 1/12/10 at 7:30 p.m.
 - Council to work on Goals and Objectives
- Councilmember Brouwer was asked by Chief Madden to discuss with the Council ordering a new car for the fleet
 - Copy of Vehicle Log provided
 - In line to order a car this year
 - Wants to order under State Contract
 - Opportunity missed last year
 - Would be ordered out of temporary budget
 - Councilmember Kane advised those present that this was discussed last year
 - **Vehicle would be State Contract – Chevy Impala with Police Package**
 - **All present agreed**
- **Council President Levinson stated that if a Councilmember would like an item on the Agenda, they must notify her by close of business on Wednesday**
 - Mayor Ruschman asked that the Council keep in mind that everybody cannot add 2 items to the agenda each meeting
 - Must have confidence in Mayor and Council President
 - Council agrees that a minimum of 3 Council people will be necessary to “buy in” to get an item on the agenda

Public Work Session Adjourned to Closed Session at 9:40 p.m.

Public Work Session reconvened at 10:40 p.m.

- Mayor Ruschman stated that he was contacted by Kevin Deen who would like to set up a Networking team
 - Would like to use the Community Center
 - Quarterly meetings would take place
 - Council discussion on need for insurance
 - Insurance would be necessary
 - Council President Levinson stated that the Library Board could be asked to sponsor
 - An opportunity for professionals to network
 - Councilmember Viola and Mayor Ruschman discussed working with the Chamber of Commerce
 - **Mayor Ruschman will leave with Council President Levinson to discuss with Chamber of Commerce**

Meeting Adjourned at 10:45 p.m.