

**BOROUGH OF PARK RIDGE**  
**MAYOR AND COUNCIL MEETING**  
**WORK SESSION**

**February 2, 2010**  
**9:15 P.M.**

Present: Council President Levinson, Council members; Kane, Maguire, Viola, Maughan, and Mayor Ruschman (via telephone)

Absent: None

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

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

**BOROUGH ENGINEER'S REPORT – Eve Mancuso**

- **2010 Road Improvement Program**
  - Preliminary Scope of work prepared by Azzolina & Feury
    - Comprehensive list put together with the assistance of Bill Beattie & Lou Turli
  - **Suggested that the Borough apply for Local Aid Grant for Rock Avenue**
  - Mader Place & Lafayette Avenue are not on the list and she would recommend those roads be included
  - Breakdown of costs has been provided per road
  - **Helene Fall stated that Ed Sandve, Woodcliff Lake Borough Administrator will be putting together the specs for the PV Coop Program**
    - **Engineer needs direction from the Council for the 2010 budget**
  - Councilmember Kane defers to the Finance Chair
  - Councilmember Viola expressed concern with substantial tax appeals and potential revenue loss
  - Council discussion on finances
  - Councilmember Kane stated that the cost per road is helpful
  - **Would like to see the list expanded beyond this year's requirements**
    - Eve stated in years past the list was longer
      - There is a general list which has yet to surface
    - 2 categories of projects
      - Catch basins & roads
      - Curbs & Drainage

- 2 programs run concurrently
  - Eve could adjust figures to budget
  - **Council agrees to \$200,000 estimate**
- **Fifth Street Improvements**
  - Project fully designed
  - **Helene Fall will be meeting with the PV Administrators on Thursday**
    - Status of PV Coop – DOT programs
    - Helene Fall wants to confirm no additional engineering
- **Leroy Place**
  - 95% complete with scope of project
    - County suggested offsite improvements
  - Insufficient funds allocated for this project
  - Council discussion on budget
  - Councilmember Viola stated that the residents were going to be polled
  - **Council President Levinson and Eve reminded those present that this is drainage improvements only**
  - Councilmember Kane asked if in the past there were any discussions on closing off Leroy Place at Pascack Road & entrance would be off of 6<sup>th</sup> Street
  - Easements will be required
    - The improvements would not modify the look of Leroy Place
      - Drainage Improvements only
    - Eve stated that 2 years ago the residents were interested
  - **Helene Fall will contact property owners and ask Eve to be present to explain exactly what type of easements will be required and confirm that the residents are still interested**

Eve will be at the 2/23 meeting

### **BOROUGH CLERK'S REPORT**

- **Council Business Cards**
  - I have drafted for John & Terry – same format that employees use
    - Will save on “set-up”
  - If interested please let me know by Friday 2/5 so that I can bring to printer
  - **Councilmember Kane will reimburse the Borough for his business cards**
- **Mayor & Council Meeting Dates**
  - February 9<sup>th</sup> – 7:15 start
    - Bob McNerney and Bob Campora to be present to discuss Tax Appeals
  - **March 9<sup>th</sup> – Date of Special Election**

- **Need to change** – the Mayor has requested 3/10 or 3/16
    - **Council agrees to March 15<sup>th</sup> – 7:15 p.m. start**
  - June 8<sup>th</sup> – Primary Election Day
    - Will discuss at a later date
- **February 2010 – 100<sup>th</sup> Anniversary of the Boy Scouts of America**
  - Would the M & C like to adopt a resolution or include as a proclamation in the next meeting
  - Council agrees to Proclamation
  - Council President Levinson to reach out to the Scouts to be present at the meeting & to lead those attending in the Pledge of Allegiance
- **MEL Elected Official Training**
  - Reduce 2010 Liability Claims premium by \$250 for each elected official
    - Training will be in Washington Twp on 3/10/2010 at 5:30 pm
      - Councilmembers Kane, Maguire, Maughan, Viola and Mayor Ruschman to attend. Will reserve for newly elected Councilmember also.
      - Karen Prezant to rsvp & copy council
- **Auction – State has approved vendors – some municipalities are using them successfully – Commission of 5.5%**
  - Larger audience
  - Full Service
  - Photo shoot
  - Internet listings
  - Collections
  - Customer service
    - Council agrees
- **Clerk to check with Hackensack who they use.**

### **CHIEF FINANCE OFFICER'S REPORT**

- Distributed reports to all present
  - Advised to ignore the YTD revenue
  - Major shortfalls in the anticipated Hotel Tax
    - And Interest Revenue
  - Council discussion on Tri Borough - \$142,000
    - Colleen Ennis explained that Park Ridge is the lead agency for other expenses
  - Tri Boro Ambulance costs the Borough \$17,500 (+) LOSAP
  - Councilmember Maughan stated that he reviewed the differences in anticipated v. actual

- Council questioned MRNA – Municipal Revenue Not Anticipated
- Councilmember Maughan, Colleen Ennis and Helene Fall met a few weeks ago to discuss preliminary budget forecasts
  - They reviewed per capita debt compared to neighboring towns
    - Park Ridge – \$ 1702
    - Montvale – \$ 1893
    - River Vale – \$ 1340
    - Westwood – \$ 1823
  - Pulled together Bonds and Notes
    - Park Ridge – 15 million
    - Montvale – 13.2 million
    - River Vale – 13.4 million
    - Westwood – 18-19 million
- Excludes utilities – apples to apples comparison
- Councilmember Maughan stated that Park Ridge has not paid down their Capital Debt
  - As we go into the Budget Season that needs to be kept in mind
  - **Council President Levinson states that the Council should look to a pay down plan**
    - Councilmember Maughan stated that bonding adds an additional 4-5% to costs
    - Council discussion on debt repayment and debt reduction
    - Finance Committee should address this
- **Colleen Ennis stated that the 27 pays in 2010 is still an issue**
  - Helene Fall and she have had discussions with Jeff Bliss of Lerch, Vinci Higgins
    - Next year would be the ideal time to switch to bi-monthly pays (15<sup>th</sup> and 30<sup>th</sup>)
    - Jeff Bliss stated that he would attend a meeting with the Finance Committee
- **Bergen County Tax Collectors will be meeting on March 11<sup>th</sup>**
  - They have invited Mayors and Councilmembers to attend
    - Discussion on merging Tax Collectors and Assessors
  - Meeting will be held in the evening
- **Taxes were due on 2/1 – grace period until 2/10**
  - Councilmember Maughan stated that he received his notice advising of the ACH deduction
    - Great idea, very much appreciated
- **Colleen advised those present that she was concerned with her ability to meet deadlines for finance reporting with the auditor**

- In fairness to Lou Mai, Park Ridge has always been behind in closing the year
  - Colleen would like to bring someone in on a temporary basis
  - She discussed it with Helene Fall & Councilmember Maughan as a means of getting caught up
- Presently a CFO in Cresskill
  - Councilmember Maughan stated that Colleen would need the assistance for approximately 3 months
    - 120 hours at \$85.00/hour
    - Colleen did not hire her assistant until November 2009
    - Money left in the S/W line for 2009
  - Councilmember Maughan stated that it was funded in 2009
    - Shared with the Utility Board
- **Resolution will be needed for 2/9**
  - **Maximum of \$10,000**
  - **Independent Contractor Agreement needed**
- Councilmember Viola stated that Ann Kilmartin is a resident and should be treated as such
  - As a Council Candidate she cannot be behind the counter
  - No Council Candidates should be behind the counter
- Councilmember Kane asked the CFO to provide the M & C with a status report 2 months after hiring outside professional
- **Council wants a background check on temp**
  - **Hold Harmless & Liability Coverage**
  - **Indemnification**
- Councilmember Kane would like to see background checks and references completed on all new hires as standard procedure

### **ADMINISTRATOR'S REPORT**

- **Police Reserves Staff Review of Budget**
  - Annual Appreciation dinner in May
    - Part of 2010 Budget
    - Chief Witte needs direction
    - Budget request \$9,000
  - **Councilmember Maughan asked Colleen Ennis & Helene Fall to prepare a report for the Mayor and Council advising total expenditure on dinners**
    - Previous discussions on alternating years
    - Discussions on a volunteer dinner with or without employees
  - **Council will decide at 2/9 meeting**
- **NJ Transit**
  - Researching if the pavers are their responsibility or the Borough's
  - Moving the train one car length north to clear Park Avenue crossing would trigger Montvale gate to close

- **Fee for Tax Map Amendment as a result of Subdivision or Lot Consolidation**
  - Would recommend a fee in place to recoup costs for tax map updates
    - Rob Mancinelli and Bob Campora are in agreement
  
- **Municipal Stormwater Ordinances**
  - Boiler plate from NJDEP
    - Helene filled in necessary blanks
    - Rob Mancinelli reviewed
  - Comply with state law
    - Private Catch basin retrofitting
    - Refuse Container/Dumpster
  
- **Housing Task Force**
  - Meeting held 1/11/2010
    - Reviewed minutes
  - Recommendation to amend ordinance
    - Best Practice
  - **Helene will check with neighboring towns**
  - **Colleen Ennis will check Housing Task Force revenue and report back**
  
- **2009 Park Ridge Road Improvement Program**
  - Voucher No. 2, Change Order No. 2 and Final Payment
    - **Resolution needed for 2/23 meeting**
  
- **Use of Projector in Community Center**
  - **Resolution needed accepting Projector Protocol**
  
- **Draft Boiler Plate ByLaws for Non-Statutory Boards and Committees**
  - Council President and Policy Committee to review and make recommendation
  - Best set of ByLaws is the NJ Library Associations and the Recreation Committees, very similar
  - Councilmember Kane asked if input should be sent to Helene
    - She replied absolutely
  - Council President Levinson stated that she is working on getting a description of each Board and Committee
  - Councilmember Maughan stated that Rob Mancinelli will look at them as well
  - Councilmember Kane would like to see optional language for the smaller committees
  
- **2010 Copier Lease/Renewal recommendation**
  - Councilmember Viola had asked for comparison to purchasing a copier
    - Cost to purchase significantly higher
    - Due to the high volume lease is better option

- **Standard State Lease Agreement**
- **Resolution will be at next meeting**
- **Bus Shelters**
  - Beautification Committee recommended Trenton Style shelter
  - NJ Transit looking at 37 Park Avenue as a possible location
    - Councilmember Maguire stated that it is not necessary to push
- **Information forwarded to Councilmembers**
  - Mayor's Fax Advisories and League of Municipality Notices
    - Councilmember Maguire prefers electronic transmission
    - Council President Levinson stated that she and Councilmember Maguire had attended a school board meeting, completely paperless
      - Dell Notebooks and a thumb drive
  - Councilmember Kane prefers electronic – satisfied with current procedure
  - Councilmember Viola would like to be certain things are not duplicated
- Councilmember Viola would also like to have one person write the ordinances – Borough Attorney
- **Court Feasibility Study**
  - Councilmember Kane asked at what point to others get involved
    - Helene stated that the consultant, Linda Murphy, will have all governing bodies at next meeting
    - Major decision
  - Preliminary study shows a significant savings
  - Rob Mancinelli stated that the document does not discuss revenue stream, police overtime and travel out of town at all

### **BOROUGH ATTORNEY REPORT**

- **OPRA request from Rizas**
  - Requesting records which are exempt from disclosure under OPRA
- **Massage Therapist Ordinance**
  - Marriott wants to open a full service spa
    - Brigitte Bogart and Rob Mancinelli are working on tweaking the Borough's ordinance

### **10:50 p.m. Mayor Ruschman no longer participating**

- **Alternate Prosecutor and Defender to be appointed**
  - **Resolution needed; Rob Mancinelli to check with current Prosecutor & Defender**

- **Councilmember Maguire stated that at the Open Space Committee meeting they discussed an ANJEC Grant Application for a bridge over Mill Pond**
  - Would like to get a cost estimate for planning
    - Helene Fall stated that the Planner will need to describe conceptually for the application
  - Council discussion on cost for grant preparation
    - Cost estimate \$1,000 - \$1,500
    - Grant is due beginning of March
  - **Council agrees to \$2,000**
    - **Resolution needed**
      - Proposal from Brigitte will be needed for resolution

**Work Session adjourned to Closed Session at 11:00 p.m.**