

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

**April 13, 2010**  
**9:53 P.M.**

Present: Council members; Maughan, Viola, Maguire, Hopper, Council President Kane and Mayor Ruschman

Absent: None

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 Administrator's Report**

- **Establish Park Ridge Green Team**
  - Council authorizes resolution for April 27<sup>th</sup>
  
- **Sponsorship/donor Program**
  - Council authorizes resolution for April 27<sup>th</sup> – Sponsorship Opportunities
  - **No discussion on signature on letter – Administrator?**
  
- **Construction Details**
  - Chief Madden memo to Administrator regarding Borough adoption of an Ordinance establishing fees for Construction Details
    - Council agrees
  - **Ordinance to be introduced at 4/27 meeting**
  
- **Sewer User Charge**
  - Bill Beattie, Director of Operations has stated that the Borough can do the analysis
    - Borough Auditor; Lerch, Vinci & Higgins, LLP to review
  - **Council authorizes Bill Beattie to proceed with study**
  - Potential source of revenue
    - Study had been done a number of years ago
      - Unable to locate
  - **Councilman Maughan asks that a proposal be obtained from Lerch, Vinci & Higgins, LLP for review of study only**
  - **Colleen Ennis stated that there will be a fee from the programmer as well**
    - Necessary to get the information from the Utility system

- **2010 Parks & Recreation Fees**
  - Recommends adopting a resolution at minimum with the same fees as 2009
  - Council discussion on changing fee schedule
    - Councilman Maughan would like the Council to consider waiving the annual field fee for teams that were made up of 100% juvenile Park Ridge residents to use Memorial Field
  - Councilman Hopper explained to those present how fees were collected last year
    - Further explained the rationale to collecting fees for use of school fields
      - Improvements to school fields
  - **Helene Fall to draft resolution and distribute**
  
- **HVAC Preventative Maintenance Agreement – Pistol Range**
  - Helene Fall had reached out to Whalen & Ives and Anthony Morgen as requested
    - Whalen & Ives quotation received higher than NJ Heating & Cooling
    - Morgen never responded
  - **Council authorizes resolution for NJ Heating and Cooling on 4/27 agenda**

#### **Borough Clerk Report**

- **2010 Municipal Budget – Public Information Sessions of 4/22 and 4/28** have been advertised and the Press Releases prepared by Helene have been submitted. Both the Community Life and Pascack Press will try to run them twice (space permitting)
  
- **April 27<sup>th</sup>** – Lyn Beer will be covering the meeting
  
- **June 8<sup>th</sup>** meeting date will need **to be changed** as previously mentioned
  - Primary Day
    - I will discuss with the Mayor an alternate date

#### **Mayor and Council meeting with Board of Public Works**

- **Council President Kane asked if the meeting with the Utility Board** had been rescheduled
  - Mayor Ruschman stated that it had not
- Meeting needs to be in closed session so that all present can air their differences
- **Mayor Ruschman and Council President Kane to work on Agenda**
  - Clerk's advertising sufficient for both groups to meet
  - Quick review of calendar – meeting will have to be in May

## CFO's Report

- **Pool Commission Synopsis**
  - 2009 – 1<sup>st</sup> time in 10 years that the rates were raised
    - Money needs to be put back into the club
  - Log was set up with Daily receipts
    - Error in counts – memberships
  - Commission did not realize they had utilized surplus
    - Commission now has a better understanding
  - Councilman Viola explained that they budget in their anticipated revenue
    - Late fees, guest passes, swim lessons
      - These are anticipated
  - Council President Kane made 2 suggestions
    - **Financial snapshot after memberships received**
    - **Attendance at a Mayor and Council meeting – Commission update similar to a Department presentation**
  - Colleen Ennis stated that the pool will be sending out a questionnaire for feedback on rates, non-residents, etc.
  - **Helene Fall recommended the pool commission meet with the Mayor and Council at the last meeting in October to present a report**
  - Councilman Viola stated that the Auditor has written them up
    - Helene Fall stated that she spoke with Tom Scheulen about this earlier this year
- **Colleen Ennis distributed a sample revenue report to the Council which will be available at the end of each month**
- **27 Pays**
  - Most of the employees are aware of the problem
    - The Borough potentially owes all employees a minimum of 0 days pay up to a maximum of 9 days based upon last pay date of the first year that they were hired
    - Recommendation is to acknowledge the amount owed and make a calculation
      - Approximately 65 employees
      - Total owed 350 days
  - Colleen further stated that there is case law on this
    - **Helene Fall spoke with Mark Ruderman, Labor Attorney**
      - **He recommended making those employees hired in 2009 whole and go on record with the others**
  - **Total cost approximately \$125,000 (for all Borough employees)**
  - **Council asked Colleen Ennis to prepare a report for them**
- **Colleen stated that going forward all unions have agreed to a bi-monthly pay beginning 2011; which will resolve this**

## Summer Day Camp

- Councilman Hopper distributed 2010 Program overview and budget for Summer Day Camp for 2010
  - Reduction of groups, based on 300 campers
    - Utilizing 11<sup>th</sup> and 12<sup>th</sup> graders as lead counselors
    - 9<sup>th</sup> and 10<sup>th</sup> graders as junior counselors
  - Colleen Ennis stated that similar to the pool a resolution must be adopted for the collection of fees
    - 200 campers needed at a minimum to run camp
  - **Colleen Ennis will establish a trust**
    - **Must be self sustaining**
  - Councilman Viola stated that in the budget calculations you need to include social security (7.65%)
- **Council authorizes Councilman Hopper to move forward with Summer Camp**

**Public Work Session adjourned to Closed Session at 10:44 p.m.**