

BOROUGH OF PARK RIDGE
MAYOR AND COUNCIL MEETING
WORK SESSION

June 7, 2010
9:25 P.M.

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

Absent: None

Also Present: Robert Mancinelli, Borough Attorney
Helene Fall, Administrator
Colleen Ennis, CFO

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

2010 PV Coop May 25, 2010 Bid Results

Borough Engineer Mancuso reviewed the 2010 PV Coop May 25, 2010 Bid Results, which were received by the Westwood Borough Administrator. DLS Contracting is the low bidder. Reviewed 2 references – very good.

- a. Total Park Ridge Bond Ord. 2010-008 amount is \$400,000.
- b. Total Base Bid Streets plus Alternate Bid Streets - \$309,080.60 (estimated \$459,509.10).
- c. Base Bid Streets: Total of \$191,724 (estimated \$284,250) -
 - Colony (Lawn to North 5th)
 - Lawn
 - Cascade (West of Lawn)
- d. Alt. Bid Streets: Total of \$117,357 (estimated \$175,259.10) -
 - North First
 - North Maple
 - Hawthorne Ave
 -

One concern is their workload – are on a large job now in West Orange through August and bid specs require the work to be done by then. Need to coordinate to ensure they are completed here this season. Reviewed the bid results with Bill Beattie and recommend that along with the Base Bid and the Alternate Bid that Hawthorne Avenue be completed in its entirety which would add about \$30,000. \$11,500 awarded for construction management which is performed by Borough Engineer.

Administrator authorized to prepare resolution of award for base and alternate bids including extended Hawthorne Avenue for June 22nd meeting.

2009 Pascack Valley NJDOT Coop Project – May 25, 2010 Bid Results:

- a. Total Park Ridge grant amount for Phase 1 is \$200,000.

b. Phase 1 NJDOT Grant funding is not sufficient to cover the base and alternate bid award:

- Base bid is \$171,267.70
- Alt. bid is \$127,555.58
- Total is \$298,623.28

E. Mancuso has made the following recommendation: based upon the info provided the Borough should award the base bid. The Borough could then possibly extend the scope of work slightly as construction progresses as a field change. Included in the eligible participating costs for the Local Aid grant of \$200,000 is inspection and testing, thus there should be sufficient monies left ($\$200,000 - 171,267.70 = \$28,732.30$) to include these items, as well as any unforeseen minor field change orders that may arise during the course of construction. Phase II, NJDOT 2010 grant, will then pick up from where they leave off. Administrator authorized to prepare resolution of award for base bid for June 22nd meeting.

ADMINISTRATOR'S REPORT:

Report from B. Beattie – Transition Team Recommendations for Reduced Staffing:

Councilmember Viola spoke about the need to have alternates reviewed from the recommendations already presented in the plan. Council President Kane discussed that there needs to be a contingency plan in place in case the reduced staffing is implemented throughout the various departments.

The governing body determined to have a special meeting on Monday, June 21st at 7:30 PM to meet with Mr. Beattie and the transition team, Chief Madden for him to review the plans if staff is reduced as of July 1st (either by 2 or 4 officers) and Mrs. Ennis and Mrs. O'Donnell along with Mrs. Fall will address the administrative staff. It was requested that these be staggered.

COPS Technology Grant:

Video Surveillance System –Project estimate \$145,000 which Council President Kane advised would be the maximum. Sent to U.S. Congressman Garrett on April 27, 2010 for assistance in identifying grant opportunities. COPS Technology Grant – Federal – opens on June 2nd. Anticipate match of no more than 10%. Waiting for confirmation that we are eligible to apply. Mrs. Fall was authorized to submit grant if eligible.

Air Cascade Grant:

Mrs. Fall advised that since Congressman Garrett's policy is not to send letter of recommendation she would like to contact both U.S. Senators requesting they support the Federal Grant application. Mrs. Fall was authorized to contact them.

Electronic Messaging Board:

Current estimate is just under \$20,000 for replacement. Multi-Purpose Bond Ordinance from 2009, 09-16 provides for \$17,500 for upgrades to Borough Hall Lighting i.e. Council Chambers and Hallway. 2010 Capital Budget includes a 5% down payment for the replacement of the electronic sign board. Mrs. Fall recommended we use the funding

for the electronic sign board, from the 2009 Ordinance which would benefit many more residents since this is an essential communication tool. Mrs. Fall was authorized to have Bond Counsel prepare a revision to the Bond Ordinance, 09-16 to re-appropriate the money. For June 22nd introduction.

Borough Hall Cleaning Services Contract:

Monthly contract of \$1,950 expired late last year. While preparing formal bid specifications since our threshold without a Qualified Purchasing Agent (QPA) was \$17,500 B. Beattie became a QPA raising our bid threshold to \$29,000. Able then to solicit quotes. Received 3 quotes – only one was responsive/complete including submission of references – National Maintenance Service Inc. at monthly contract of \$1,950. They are the current provider. Reviewed with A-Team as they have had more experience with the current provider. Recommend one-year renewal. Mrs. Fall authorized to prepare resolution of renewal at June 22nd meeting.

Solid Waste Contract:

Current expires 5/31/2011. State requires use of standards specifications which includes various alternates. Mrs. Fall recommends bid period of 30 days from advertisement date to bid receipt date. First receipt of bids should take place no later than early January 2011. Need time to advertise second time if first receipt is not successful. Mayor and Council agreed to form a subcommittee to develop alternates for collection to be included in the bid specifications i.e. once a week collection, include leaf collection by contractor, etc. to include A-Team, Councilmember Viola and Councilmember Hopper to make these recommendations to the governing body.

Housing Task Force:

The Mayor and Council previously considered requested changes in February 2010 and authorized R. Mancinelli to draft revision. In the interim, the Task Force met again and has alternate recommended changes to the ordinance as outlined in the May 5, 2010 memo from N. Saluzzi. Mr. Mancinelli will review to ensure consistent with State law. Mr. Mancinelli was authorized to draft these changes to the ordinance for introduction on June 22nd.

Municipal Open Space Tax:

May 19, 2010 Open Space Committee recommending placement of question on November 2010 General Election Ballot. Friday, August 20, 2010 by 10 AM is the deadline for a Municipal Governing Body to file a request with the Bergen County Clerk to have a Public Question appear on the November 2010 General Election Ballot.

Mr. Mancinelli will recirculate the information provided last year and the Clerk will be asked to provide the minute excerpts. Will be relisted for discussion at the July meeting.

Train Station:

NJ Transit revised bill for flagging/communication line work in connection with Train Station upgrades per Temporary Access Permit from 10/09 – 3/10 – reduced to \$5,961.75. G. Rapp advised in email dated May 26, 2010 to pay invoice #119805 in the above amount. The Temporary Access Permit granted to the Borough for the Train Station pedestrian improvements, paragraph 11 committed the Borough to reimbursing

NJ Transit for all labor costs and direct expenses in connection with flagging protection, etc. for any specific work required or requested by the Borough.

The Mayor and Council authorized payment of \$5,961.75.

Councilmember Maguire requested an update on the status of the cleanup of the construction debris. Mrs. Fall advised she had received an email today from Mr. DelColle who advised they would arrange for the cleanup. She is still waiting for a determination as to the replacement of the pavers and the yellow tactile strip.

Mr. Battaglia – Easement:

At May 11, 2010 Mayor and Council Meeting the resident asked the governing body to review the status of the easement for compliance with possible encroachments from various neighbors and to undertake the necessary action to address. Mr. Mancinelli confirmed that this is a private matter between property owners. Mrs. Fall to send letter to Mr. Battaglia.

Clerk's Report – provided by Mrs. Fall in the absence of Mrs. O'Donnell.

Banner Display:

Mrs. Fall advised had received a request from Mill Pond Assisted Living for Car Show on August 15th. There is only one location for banners - Park Avenue. Discussion was whether we want to allow non-Borough events to hang banners and if so, do we wish to implement a fee for the hanging of the banners?

There was discussion about allowing private groups to hang banners and Councilmember Misciagna expressed concern as to whether we could restrict content. Mr. Mancinelli said there were many constraints to limiting what the banners could say, if we permitted private groups to hang banners. Councilmember Hopper advised that last year this group had donated all proceed to the PREF (PR Educational Foundation) and that if this was the case this year; he would be in favor of not charging them. Mayor suggested addressing this matter with no charge and takes a look in the future about developing a policy. Councilmember Hopper to contact Mill Pond Assisted Living to see who will be the beneficiary and to further advise the Mayor and Council.

ENDORISING RESOLUTIONS:

Mrs. Fall advised that the Clerk has provided a memo about 3 separate resolutions received from neighboring communities about supporting the immediate repeal of Kyleigh's law, supporting the millionaire's fair tax legislation and opposing the repealing of the Bergen County Blue laws. Mrs. O'Donnell has requested the governing body provide her with input by June 15th as to whether they wish similar resolutions prepared for the June 22nd meeting.

BOARD WORKERS DINNER – June 8th:

Mayor advised he would take care of getting the orders for dinner; Councilmember Hopper will arrange with Marc's to deliver. Cost to be shared between the parties.

Inquiries from Councilmember Hopper:

- 1.** Suggested that we have a company review our cell phones plans for the various departments to make sure we are getting the best plan for our needs.
- 2.** Discussed a review of our landlines. Council President Kane advised this has been a subject of discussion at the Technology Committee and that he would provide the Administrator with a contact names. Mrs. Fall advised that she had been in contact with several people as well and that Mrs. Ennis had also been working on a similar project.
- 3.** Cell Tower – potential sale. Councilmember Maguire advised that Chris halt on has provided him and Council President Kane with an article which was more geared toward the bidding of a tower - although there were some useful recommendations. Mrs. Fall reported that she had contacted Mr. Collins, provided to her by Mr. Mancinelli. Mr. Collins had just advised that evening that his company could do such an analysis but might also be interested in the purchase. Mr. Mancinelli confirmed that this would be a conflict. Councilmember Viola provided the name of a local attorney, Mr. Bruce Whittaker, who might be of assistance. Mrs. Fall will contact.
- 4.** Use of Sheriff's Labor Assistance Program – Cleanup after Town Picnic. Councilmember Hopper reported it went well; there is a potential to use them for other work i.e. pistol range roof repair, building repair and power washing as long as have the supplies which should be held for further consideration. Councilmember Maughan questioned whether this would create contractual concerns – Mr. Mancinelli advised it would not.
- 5.** Green Team – Councilmember Hopper reported that during the cleanup of the shed areas 12 compost bins were discovered (from an old grant); they were assembled for use by interested residents. He would like to serve at the liaison to the Green Team. Mrs. Fall will prepare the advertisement for members.
- 6.** Consolidation of purchasing of hats, t-shirts, uniforms: in signing vouchers have noted multiple purchases and inquired as to whether we would have savings if we had a combined purchase. Mrs. Ennis advised that each of these purchases is required to have multiple quotes.

Public Work Session adjourned to Closed Session at 10:33 p.m.

Respectfully submitted,

Helene V. Fall
Borough Administrator