

BOROUGH OF PARK RIDGE
MAYOR AND COUNCIL MEETING
WORK SESSION

September 14, 2010
8:55 P.M.

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

Absent: Councilmember Misciagna

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

- **UST at DPW Maintenance Garage**
 - Letter received from DEP remedial report submitted
 - Proposal needed with a “not to exceed amount” from LBG for a Remedial Investigation Plan

- **2010 Road Resurfacing**
 - Repair work Midland Avenue
 - DLS submitted proposal
 - Estimate - \$14,400
 - Funds available in 2010 Road Resurfacing Program to make these temporary repairs
 - **Council authorizes work to proceed**

- **Auction of Surplus Equipment**
 - Council discussion on online auction vs on site auction
 - Ms. Fall recommends the use of GoveDeals.com
 - **Council agrees**
 - **Ms. Fall to proceed**

- **2010 BC Open Space**
 - Projects to be submitted to County by 10/8
 - Discussion on shared Grant Application with Board of Ed for Track Resurfacing
 - ¼ Borough share

- ¼ Board of Ed
 - ½ grant
 - Grant application circulated prior as submitted to ANJEC – Mill Pond Walkway
 - Planner provided Construction Estimate
 - Ms. Fall will prepare grant
 - Requires a 50% match by the Borough
 - **Resolutions needed for 9/28 meeting**
- **Organic Recycling**
 - Councilmember Hopper has reluctantly agreed to support utilizing ORI for 2010 Leaf Season
 - **Ms. Fall will contact ORI and advise**
 - **Resolution needed for 9/28**
- **Vouchers/Check Issuance in between Bills Lists – Emergency off-line checks**
 - Ms. Ennis and Ms. Fall have been signing off
 - Councilmember Hopper has been the governing Body member to approve
 - Council discussion on setting threshold
 - **All present agree to \$500**
 - **Ms. Ennis and Ms. Fall to check with Auditor**
- **De-Snagging of Pascack Brook**
 - Pascack Valley Administrators have discussed
 - There has been difficulty in setting up meeting with DEP
 - October Administrator’s meeting to be hosted by Park Ridge
- Ms. Fall and Ms. Mancuso will be discussing with the Council the problems with the Road Project and PV Coop projects

BOROUGH CLERK REPORT

- **Block Party Permit Request Fourth Street** – Request has been made for Saturday, September 25th Fourth Street; noon until 11:00pm
 - Forwarded to Chief Madden for blockades to be set up
- **Report of Audit** – Copies distributed in mailboxes, Resolution will be on the 9/28 agenda
 - Council must read at a minimum the “Comments and Recommendations”.
 - Ms. Fall advised those present that if they did not wish to keep the copy of the audit, they could return it to the Borough Hall.
- **PRHS – Athletic Hall of Fame** – Request for Ad in program. Mayor will take care of.

CFO REPORT

- Ms Ennis advised those present that she was receiving a **number of complaints from those that missed the 9/10 deadline for payment of taxes**
 - Interest is calculated back to 8/1
 - Residents are not happy
 - Councilmember Maughan asked Ms. Ennis to draft a response letter
 - Ms. Ennis advised that one resident had spoken to her and the Mayor
 - Extreme hardship
 - Discussion on the inability to address cases individually with regard to interest charged
 - Ms. Ennis advised the Council on the interest resolution previously adopted by the governing body
 - Ms. Ennis stated that there is more than one resident
 - Discussion on the use of our Public Assistance Director to make a recommendation
 - Director could review income levels
 - Councilmember Hopper stated that the Borough could not be selective with handling individual cases
 - Mayor Ruschman asked if on a case by case basis the Public Assistance Director could provide input
 - Rob Mancinelli stated that the Borough could amend the ordinance to include income levels
 - Ms. Ennis advised that approx. \$70,000 is collected annually in interest
 - Council discussion on state funding of the public assistance fund
 - Discussion on other programs available
 - **Ms. Ennis will call Division of Taxation for input**
- **Ms. Ennis distributed a revenue report through August**
 - Current fund and MRNA
 - \$2,000,000 received
 - Budgeted for \$2,300,000 through 12/31
 - Discussion on shortfalls
 - Tri Borough safety billed at year end
 - Fire Code – receives at year end
 - Hotel Tax – near budgeted amount
 - **Discussion on Cell Tower – report should be available for discussion at 9/28 meeting**
- **Council discussion on Unemployment Claim Reimbursement resolution pulled from consent agenda**
 - Councilmember Maughan asked why the Borough was paying it
 - Ms. Fall stated that crossing guards are seasonal employees
 - Discussion on what is done in other towns
 - Some towns offer summer employment and it is accepted
 - Ms. Ennis has not been successful in offering summer employment
 - Ms. Ennis stated that some towns have negotiated a 12 month contract with their crossing guards

- Councilmember Maughan stated that the Borough needs to reduce this cost
 - **Ms. Fall will poll other towns**
 - **Council will work towards resolving unemployment for seasonal employees for 2011**

Work Session adjourned to Closed Session at 9:26 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, prominent initial 'K'.

Kelley R. O'Donnell, RMC
Borough Clerk