

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

**March 8, 2011**  
**9:49 P.M.**

Present: Council members; Kane, Hopper, Viola, Misciagna, Kilmartin, and Council President Maguire

Absent: Mayor Ruschman

Also Present: Robert Mancinelli, Borough Attorney  
Helene Fall, Borough 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.**

Mayor Ruschman excused himself from the Public Work Session portion of the meeting. Council President Maguire led the meeting.

**BOROUGH ADMINISTRATOR'S REPORT**

- **Proposed Amendments to Chapter 101**
  - Letters received from Planning Board
    - Recommendations for amendments to Chapter 101
    - Result of the Year End Analysis from the Zoning Board
  - Council President Maguire explained the proposed amendments to those present
    - Rear Yard Coverage and Driveways
    - Overlay zone over the GA-1 Zone
  - **Ordinances to be listed for introduction 3/22**
  
- **Composting Bins**
  - Green Team Composting Event to be held at the Borough on 3/15
  - Green Team requested purchase of 10 bins from the BCUA to sell to the residents
    - Offer as a convenience to the residents
    - Council discussion on availability of Grants
  - Ms. Fall explained that they will be funded through the recycling grant with proceeds returned to the recycling fund
  - **All present agree**
  
- **PV Coop Amendment**
  - Include Paramus Borough

- Recently there have been many changes to the PV Administrators – numbers are dwindling
- **Fire Pit**
  - Layout received
  - John Hansen is fine with it as long as there is a locking cover and the Borough regulates use
    - Dave Vozza concurs with John Hansen
  - **Councilmember Hopper and Fire Official John Hansen to review location**
- **Establish Background Checks and Procedures for Candidates, Employees and Volunteers**
  - Councilmember Hopper asked if the Borough would absorb the cost of the background check for college age counselors
    - Cost is \$38 per background check
      - Could be paid out of Day Camp fees collected
      - Must be certified each year
    - Approximately 7 counselors
  - **All present agree to pay for background checks through Day Camp fees collected**
- **2009 NJDOT PV Coop road Program – N. Fifth Street**
  - Maser Consulting has requested an additional \$1,980 for additional engineering services
    - Total contract amount would be \$16,554
  - Project cost \$200,000
    - Well below standard fee of 10% of project cost
  - Could be paid out of grant money
  - **All present agree to change to engineering services contract**
- **2011 Recreation Fees**
  - Day Camp fees to be increased
  - Field Use fees to remain unchanged
  - **Resolution to be listed on 3/22 Agenda**

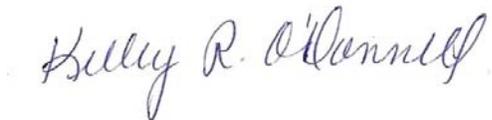
### CFO Report

- **Excess Sewer charge letters were mailed today**
  - Ms. Ennis advised she met with Edmunds representative today to discuss Utility transition
  - Set up completed today
    - Needs to order “Bill” stock
    - One bill with 2 coupons
  - Council President Maguire questioned change from Governmental to Edmunds for Utility
    - Ms. Ennis also advised that they are switching Meter Readers
    - Guns will be phased in – multi technology

- Too expensive to phase in all at once
    - As meters are replaced the new meters will be installed
      - Large conversion project
  - Ms. Fall advised in total 38 bills were sent out
    - Totals approx. \$78,000
    - Letter included ordinance and calculations
- Rob Mancinelli questioned what the Auditor required of him with regard to tax appeals
  - Ms. Ennis advised that she thought it pertained to the application to the State Library Board for the release of surplus but she would check and also get a deadline
- **Councilman Kane stated that in December 2010 the Council had discussed the introduction of Employee Review templates**
  - Council President Maguire stated that he had spoken to Ms. Fall last Thursday on the same topic
    - Council discussed the review forms
      - Form available through the JIF
  - Council President Maguire will review both forms
    - Ms. Fall to redistribute to all council members
  - Council President Maguire stated that the Utility Board is reviewing Goals and Objectives at this time
  - **To be listed for further discussion on 3/22**

**Work Session adjourned to Closed Session at 10:20 p.m.**

Respectfully submitted,



Kelley R. O'Donnell, RMC  
Borough Clerk