

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

**April 12, 2011**  
**9:15 P.M.**

Present: Council members; Kane, Viola (left meeting at 9:50 pm), Hopper, Misciagna, Kilmartin, Acting Mayor Maguire and Mayor Ruschman (via telephone)

Absent: None

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

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

**BOROUGH ENGINEER REPORT**

**Ms. Fall advised she requested Eve Mancuso, P.E. to attend this evening's meeting so as to update the Council on North Fifth Street and the concerns of the Frazzas and Rehaks**

- **North Fifth Street**
  - Eve Mancuso stated that she has reached out to Chris Nash at Boswell Engineering
    - She has not spoken to him directly as of this time
  - Ms. Mancuso advised those present that the scope of the work for Phase II of North Fifth continues to a point which is North and just shy of the Frazza property and the culvert
  - Ms. Mancuso stated that it was the amount of the grant that defined the scope of the work
  - She further stated that the County has asked the municipalities to assist with their Federal compliance with ADA requirements
    - Construction of handicap ramps
  - Fifth Street drainage
    - Just north of Ridge Avenue along North Fifth Street
  - Mr. Frazza's complaint has always been drainage running down Ridge Avenue and the undersized culvert
    - Ms. Mancuso reviewed with those present the conditions which led to the damage a number of years ago at that address
  - Ms. Mancuso further stated that there is nothing within the scope of work for Fifth Street Phase II that will address Mr. Frazza's concerns

- Ms. Mancuso advised those present that the County has stated that they will take full responsibility of the culvert if the Borough can demonstrate that the County built it and owns it
  - Rob Mancinelli advised that for \$150 the Borough can get a title search
  - Need to obtain full construction plans
  - Ms. Mancuso asked that the date on the plaque be provided
- Gary Ascolese – Assist. Bergen County Engineer advised that they have been put on notice by Federal Highway that any grant money used for road projects must include all handicap ramps being brought into full compliance
  - Every ramp must comply completely
  - Council discussion on open projects
    - Fifth Street Phase I and Phase II
      - Fifth Street Phase I includes ramps at Fremont Ave and Ridge Ave
      - Fifth Street Phase II would require ramps at Ridge Ave as well
  - Ms. Mancuso advised that the reworking of the ramps would have to come from the grant money
  - Ms. Mancuso suggests Boswell Engineering review the ramps
    - Ms. Fall to reach out to Boswell Engineering and Maser Engineering
- Council discussion on including in 2011 Road Improvement program
  - Stricter compliance ADA ramps
- Ms. Mancuso advised that the County is most concerned with possible loss of grant money
- Ms. Mancuso also discussed with those present the fact that the Municipalities have been put on notice that all recreation facilities must be ADA compliant by 2015
  - Ms. Fall will get proposals
  - Ms. Mancuso will review manual
  - Updates to follow
- **2011 Road Improvement Program**
  - There are sites of illegal parking in this year’s scope of work
    - Council agrees to continue with past practice
      - Eliminate illegal parking
  - Oversized curbs along scope of work
    - Boswell Engineering to contact Jim Hesse, Shade Tree Committee to review trees
  - Council discussion on storm drains and catch basins
  - Council discussion on number of storm drains per street
  - Council discussion if it was possible to add another catch basin and pipe if funds are available
    - Council discussion on things the Fifth Street resident can do
    - Council discussion that some funds may be available
    - Ms. Fall asks Ms. Mancuso to discuss with Boswell Engineering

- Ms. Mancuso advised that it may be helpful to remind the residents to keep the banks of the brooks clear

- **Mill Pond Dam**

- Ms. Mancuso advised that Brooker Engineering had begun the review
  - Looked at the 2006 report prepared by Lichtenstein
  - Reviewed biannual reports and inspection
  - Scour hole and articulated block channel
- Adamsville Maintenance sent a letter to T & M Engineering agreeing with the engineering report prepared by Cowan Associates

**Councilman Viola left the meeting**

- Ms. Mancuso stated that the information provided does not agree conclusively
- Rob Mancinelli asked if a determination was made on the responsibility
- Ms. Mancuso advised that they are attempting to get a copy of the original design plans and compare it to the plan that Adamsville Maintenance is proposing
- Acting Mayor Maguire stated that he feels a meeting needs to be scheduled with Ms. Mancuso, Bill Beattie, Helene Fall and himself
  - Councilman Hopper stated he would like to be included
  - Mayor Ruschman stated that he will be back in a week and would like to be included
- Council discussion on the fact that the design change was never approved by the engineer
  - Council discussion on how far to go
  - Proposal to remedy situation would cost \$125,000
    - Ms. Mancuso stated that she is not convinced that it will work

- **2010 Road Improvement Program**

- DLS will not get final payment until project is complete

- Ms. Fall asked the Council if they had any further questions for Ms. Mancuso on the remaining items on her report

- Council responded they did not

**Ms. Mancuso left at 9:58 p.m.**

**BOROUGH ADMINISTRATOR'S REPORT**

- **Assistant Chief's Mobile Command Vehicle – 2011 Capital Budget**

- Additional information provided as requested by the Council
  - No decision made

- **Green Team**

- Request to use \$500 of Recycling Grant money to purchase giveaways for town picnic
  - All present agree

- **Sewer Usage Ordinance –Letter from Mr. Mastrangelo**

- Ms. Fall presented a draft letter in response

- Council agrees
  - Council discussion on the governing body's ability to implement an installment plan
    - Ms. Fall advised that the ordinance can be amended
    - Council discussion on small businesses and hardship
  - Council discussion on lack of correspondence from others
  - Colleen Ennis and Rob Mancinelli to review statute as it applies to interest
    - Council discussion on inflow and infiltration
    - High water table and sum pumps
- **North Fifth Street**
  - Covered by Ms. Mancuso, Brooker Engineering
- **Bergen County Bike Tour**
  - 2011 event will be held on Sunday, June 5<sup>th</sup>
  - Two porta johns will be set up by Cyclesport for use during the event
- **NJ Transit – Senior Van Grant Application**
  - Application complete
  - Resolution endorsing will be listed on 4/26 agenda
  - Needs to be published twice
- **BCCD Grant Application – ADA upgrades to Sulak Field and Colony Field Bathrooms/Sulak Field Footbridge ADA Upgrades**
  - Federal funding is unknown at this time
    - County still proceeding with process
  - Grant application was for \$60,000
    - We were advised that upgrades to the footbridge would not be considered unless footbridge was used exclusively by persons with disabilities
      - Application amended to eliminate footbridge
  - Reduced application amount \$55,000
- **Block 205 Lot 3 – North Avenue and First Street**
  - No bids received on 3/31
  - Resolution adopted authorizing 2<sup>nd</sup> auction
  - Borough Clerk has been authorized to advertise
- **Fire Pit**
  - Councilman Hopper to meet with Fire Code Official John Hansen

## **BOROUGH CLERK REPORT**

- **NJLM –Professional Development Seminar – Consolidation of Police and Fire Services**
  - Tuesday, May 3<sup>rd</sup> 8:30 am to 12 noon – Holmdel, NJ
    - Clerk advised she will be attending
    - Councilmen Hopper and Misciagna to advise their availability

## **CFO REPORT**

- **Unemployment Claims**
  - 2 Claims received for the Court personnel
    - Colleen Ennis advised unemployment that appeals will be filed on the grounds that jobs were offered to them
  
- **Special Pay**
  - Transfers were completed
  - Council discussion on the fact that it is rate of pay when earned
    - Ms. Fall advised that she reviewed this with Ken Reynolds and Rich Solimando
  - **Rob Mancinelli asks Colleen Ennis to send him a reminder email on the release letter needed**
  
- **Sewer Charge**
  - Invoices were mailed
    - First payment has been received
  - Due May 1<sup>st</sup>
  
- Colleen Ennis also advised the Council that she has received notice from the School Board that they are in negotiations with the property owner on the corner of Wampum Road and Pascack Road
  
- Colleen Ennis asks the Council for approval to authorize Rob Mancinelli to **perform title searches on 2 properties**
  - Colleen Ennis stated that she will send Rob Mancinelli the Blocks and Lots
    - Councilwoman Kilmartin is familiar with the 2 properties and suggests the search go back 100 years
  - **Rob Mancinelli advises he will need the last deed the Borough has on file**
  - **All present agree**
  
- **Payment of Bills**
  - Colleen Ennis advises that the Finance Committee would like to streamline the bill paying process
  - Colleen Ennis stated that she is looking for input from the Council
  - She went on to review the “new” process
    - Bill list has been run by department
    - Sorted by Councilmember
    - The front of each packet contains a payment release form
      - Jeff Bliss, Auditor would like the release form signed and each of the bill list pages initialed
    - Colleen Ennis will have the Purchase Orders with her if there are any questions
  - Council discussion on reporting

- Colleen Ennis stated that this ties into the Bill list that was emailed over the weekend
- Colleen Ennis advised in the future this will be available earlier in the meeting

### **COUNCIL CONCERNS**

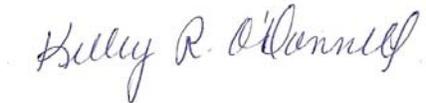
Councilman Misciagna advised those present that he was alerted by the Police Chief of a drug arrest taking place on the West side of town this evening

- Councilman Misciagna asks those present if they were in agreement to place a **full page ad in the PRAA journal**
  - All present agree
  
- **Acting Mayor Maguire wished to discuss E-Waste**
  - Email sent out earlier by Bill Beattie
  - Proposal received from Green Sky
    - Larger Box, easily moved
  - Recommendation has been made to move forward
  - Ordinance needs to be amended
    - **Ms. Fall will draft for 4/26 introduction**
  - Press Release to be prepared
  - Information to be placed on Borough Web Site and included in Budget Newsletter
  
- **Acting Mayor Maguire wished to discuss businesses using Recycling Center**
  - No construction debris
  - Only those items that we get money for
  - Only on Wednesdays
  - Council discussion on issuing a special tag
    - Businesses will be utilizing commercial vehicles
  - Letter should be sent to all businesses
  - **To be discussed with Pete Wayne**
  
- **Councilman Hooper wished to discuss the Borough's fuel consumption**
  - Would like to propose an anti idling ordinance
    - Address areas such as schools
    - State statute advises no more than 3 minutes
  - Suggesting more of an outreach program and education
    - Council discussion that this is part of the initiative for Sustainable New Jersey
  - Acting Mayor Maguire suggests sending a note to department heads advising them to watch the fuel consumption
  - Councilman Misciagna asks for a copy of the State Statute
  - Councilman Hopper advises the Green Team would like to see a resolution state the Governing Body supports the State Statute
    - Council discussion that the statute has been on the books since 1972
  - Councilman Kane suggests bringing the Green Team in to provide an update to the Mayor and Council

- Councilman Misciagna states that it appears to be more of an educating the residents and the governing body
- Acting Mayor Maguire asks that a copy of the application be provided to the Mayor and Council
  - **Ms. Fall advises that she will print and add to the 4/26 agenda for discussion**
- **Councilman Hopper asked if the Borough had a policy for employees taking Borough vehicles home**
  - Discussion on where the Borough employees live
  - Discussion on vehicle policy
  - Acting Mayor Maguire advised that they could ask Bill Beattie to provide information
  - **Ms. Fall advises she will relist for discussion on 4/26**

**Work Session adjourned to Closed Session at 10:42 pm**

Respectfully submitted,



Kelley R. O'Donnell, RMC  
Borough Clerk