

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

**April 26, 2011**  
**9:20 P.M.**

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

Absent: None

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.**

Rob Mancinelli advised the Council that employee names and contract terms should never be discussed at meetings without formal notice to the employees.

**Vehicle Policy**

- Councilman Viola suggested the formation of a committee
  - Council President Maguire would like the Council to have all the information first
  - Mayor Ruschman stated that he feels it needs to be a full Council discussion
- Councilman Viola stated that the Council should be aware of all the conditions of employment for employees; not just the salary
  - Council President Maguire asked that a list of employees that are on call 24/7 and provided a vehicle be made available to the Mayor and Council
  - Councilman Misciagna stated that the Council needs to discuss who the emergency responders are
- Mayor Ruschman suggested asking Bill Beattie to prepare a list of employees that have Borough vehicles and why
  - Councilman Misciagna stated that if it is a “condition of Employment” the Council must know
  - Councilman Misciagna stated that “past practice” must be known also
- Colleen Ennis will check with the Auditor tax obligation
  - Is the use of a Borough Vehicle a taxable event?

**BOROUGH ADMINISTRATOR REPORT**

- **29 West Park Avenue – Howell residence**
  - Ms. Fall to discuss with Nick Saluzzi and Eve Mancuso
    - Will provide additional information as submitted by Mr. Howell this evening

- **Infiltration and Inflow – Sump Pumps - Inspections**
  - Utility Board has been reviewing data from BCUA
    - Borough needs to address sump pumps
  - CCO inspections could include sump pumps
  - Could be added to the Housing Inspection Task Force “check off” sheet
  - Ms. Fall’s recommendation would be to do all of these
  - Council discussion on CCO process in other towns
  - **Council President Maguire asked the number of CCO’s issued in the past 2 years**
  - Ms. Fall reviewed with the Council the following recommendations
    - All new houses and additions require inspections for sump pump of no CO issued
    - Add to the Housing Task Force Inspection list on all 2-4 family houses
    - Add it to the homeowners certification; when a property transfers, statement that their sump pump DOES NOT empty into the sewer system
  - Councilman Hopper feels the Borough should have a more comprehensive CCO application and inspection
- **All present agree with Ms. Fall’s recommendation for now**
- **Sewer Usage Ordinance – Letter from Mr. Mastrangelo**
  - Ms. Fall and Mayor Ruschman discussed the possibility of modifying the formula for this type of business
    - Laundromat uses a lot of water and discharges that water into the sewer system
    - Mayor Ruschman asked if the “size” of the business could be factored into the formula
      - Rob Mancinelli advised that he had spoken to Colleen Ennis with regard to discussing with the Borough Auditor
        - The Borough does not want to be discriminatory in the billing
  - Rob Mancinelli stated that Mr. Mastrangelo claims he is decreasing his usage
  - Ms. Fall advised the Council that Potomac Homes had sent a letter claiming 1<sup>st</sup> quarter usage high due to leaky toilet
    - Bill Beattie confirmed
    - Billing adjusted to reflect 4 quarters of usage rather than 1<sup>st</sup> & 2<sup>nd</sup> only
    - All present feel Bill Beattie’s solution was fair
    - Ms. Fall asked Potomac Homes to document leaky toilet fixed
  - Council discussion on payment plan of 4 installments for Mr. Mastrangelo
  - Council discussion on making exceptions will cause problems in the future
- **Ms. Fall recommends adopting a resolution authorizing 4 installments this year, with the total due by 12/31/2010**
  - **All present agree**
- **North Fifth Street – NJDOT Phase I and II – ADA Accessible Ramp Installation**
  - Presented as a follow-up to Eve Mancuso’s report
    - Phase I - Maser Consulting will verify that the ramps have been constructed in accordance with ADA requirements

- If a ramp does not comply, contractor is responsible to reconstruct at no additional cost to the Borough
  - Phase II – Boswell Engineering has recommended additional ramps at Ridge Avenue
    - Ms. Fall has requested a quote
- **Sustainable Jersey Program – Anti-Idling Education and Enforcement Program**
  - General information about the program may be found at [www.sustainablejersey.com](http://www.sustainablejersey.com)
    - Copy of the application provided to the Council as part of the Administrator’s report
  - Council discussion on police enforcing the state law
    - Further discussion on Anti-Idling Education
  - Councilman Misciagna asked for a copy of the state law
  - Adoption of a resolution in support of the anti-idling law is worth 10 points towards Sustainable Jersey
    - Green Team Committee has made the recommendation as a reduction of the Borough’s Carbon Footprint
  - Councilman Misciagna stated that he feels the Green Team should educate the public
    - Councilman Kane suggested temporary signs to raise awareness
  - Council President Maguire asked for a list of the other projects the Green Team working on
    - **Ms. Fall stated that she can print out a list of the points earned**
  - Ms. Fall said the balance is a list of initiatives that the Committee wishes to take
    - Councilman Hopper stated that they were identified as the “low hanging fruit”
    - Ms. Fall stated that the Green Team can submit recommendations to the Mayor and Council through their liaison Councilman Hopper
  - Councilman Kane stated that it seems like a natural for the scouts to get involved in
- **Police Consolidation Study**
  - Ms. Fall reviewed with those present the information received from Woodcliff Lake Mayor LaPaglia
  - Memorandum of Understanding needs to be sent to the Bergen County Prosecutor’s office
    - All 3 boroughs must follow the conditions as set forth
    - Each municipality must submit a letter to the Bergen County Prosecutor’s office by June 30, 2011
      - Copies of the resolutions adopted by the 3 municipalities should also be sent
  - County vendor would charge \$136,000 for feasibility study
    - Based on an aggregate population of 15,000 – 30,000 residents
  - Ms. Fall stated that it is not known at this time how much funding is available



- Ms. Fall reviewed with the Council the items that would be permitted
  - Commingled
  - Paper
  - Cardboard
  - Metal
  - E-Waste by appointment
- Ms. Fall will send a letter to all the businesses
  - Business list available through Fire Prevention
- **Resolution to be prepared**
- Ms. Fall advised the Council that they need to revert to a user fee system for the services provided
- **Public Litter Container Advertising Bid Results**
  - 2 bids received
    - Creative Outdoor Advertising is the apparent low bidder
      - Ms. Fall stated that she needs to further review the specs
  - Creative Outdoor is currently in 5-6 other Bergen County towns
- **Fire Pit**
  - Councilman Hopper has to meet with John Hansen to determine location
- **NJ Civil Service Commission – Title Consolidation**
  - Clerk Typist to Keyboard Clerk
    - NJ Civil Service is trying to consolidate and reduce the number of titles
    - Effective April 6, 2011
  - Incumbents with the permanent title of Clerk Typist have had their titles revised to Keyboard Clerk I
    - The 6 employees have been notified

### **BOROUGH CLERK REPORT**

- The Clerk reminded the Mayor and Council fo the upcoming graduation of 5 officers from the Police Reserve Academy
  - Monday, May 2 at 7:30 pm at the Bergen County Law and Public Safety Institute

### **Police Overtime**

- Councilman Misciagna reported that he had reviewed the police overtime for the first quarter and it is well below what was budgeted
  - Chief is available to give a department update to the Council
    - **Councilman Misciagna will invite the Chief to the 5/10 meeting**
  - **Councilman Misciagna asked the Mayor and Council to provide any questions they may have of the Chief in advance**
    - **All present agreed**

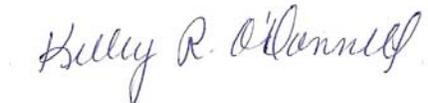
### **Fire Department**

- Councilman Viola advised those present that the Fire Departments were being investigated to make certain they complied with PEOSH standards

- He further stated that at this time all of the department's oxygen masks are ailing on the testing equipment
  - Council discussion that the masks are specific to the oxygen tanks
    - They are not interchangeable
- Ms. Fall advised that the tanks have a 15 year lifetime
  - PRFD tanks will need to be replaced in 2014
- Council reviewed the option of replacing the masks now at \$200 each
- Ms. Fall advised those present that she wishes to be proactive on this matter
  - Council discussion on tanks and masks needing replacement
    - Ms. Fall advised that it is not possible to run 2 systems
      - Masks have to be interchangeable with tanks
  - Council discussion \$7,500 in Capital Improvement Fund
    - Can be used to buy masks or to use a s a down payment on purchase of all new system (masks and tanks)
  - Ms. Fall stated that the more prudent thing to do would be to purchase the Scots system
  - Councilman Kane suggested the Library make a donation to the fire department
    - Library could use their surplus for a capital improvement
    - Councilman Viola stated that he would bring it up at the Library Board meeting
  - Council discussion that Park Ridge masks are not compatible with Montvale and Woodcliff Lake systems
  - Ms. Fall stated that Councilman Viola should speak with the Library Board soon
    - Councilman Viola stated that he would at the 5/17 meeting
      - Mayor Ruschman asks Councilman Viola to let him know asap how the discussion goes with the Library Board
  - Cost estimate to update the equipment - \$200,000
  - Cost estimate to replace the masks only \$7,500
    - Council discussion that some of the packs need to be replaced
      - Connections are failing
  - Chief Ludwig has advised that the PRFD was forming a subcommittee which would meet this week to discuss
    - Council President Maguire asked for a full write up from the PRFD
  - Councilman Viola advised that the Council should wait until the PRFD subcommittee makes a recommendation to the Mayor and Council.

**Meeting adjourned at 10:35 PM**

Respectfully submitted,



Kelley R. O'Donnell, RMC  
Borough Clerk