

BOROUGH OF PARK RIDGE
MAYOR AND COUNCIL MEETING
WORK SESSION

May 10, 2011
8:54 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.

BOROUGH ADMINISTRATOR'S REPORT

- **Payroll Service Ordinance**
 - NJ State Law requires if using an outside vendor for payroll processing
 - Draft ordinance reviewed and OK'd by Rob Mancinelli
 - Will list for introduction on the 5/24 agenda

- **BCUA – 2011 Tier II User Charges**
 - Letter sent annually on exempt users
 - Ms. Fall advises that the past practice in the Borough has been to not bill exempt users
 - Council review of users on list
 - **Council agrees to stick with past practice**

- **ADA Accessible Ramp Installation**
 - NJDOT Phase II – PV Coop – North Fifth Street
 - Installation to comply with Federal Highway Administration
 - Boswell Engineering reviewed the plan
 - Recommendation is to install additional ramps at Ridge Avenue
 - Four to Eight
 - Cost difference is approximately \$2,000
 - **Resolution to be listed on 5/24 agenda**

- **Police Vehicle**
 - 2011Chevorlet Caprice is not on State Contract or County Cooperative
 - Council discussion on cost estimate and differences in vehicles
 - Will prepare bid specs
 - **Resolution authorizing receipt of bids on 5/24 agenda**

- **Sustainable Jersey Program**
 - Draft application attached to Administrator's report
 - Councilman Hopper had suggested earlier submitting application with 180 pts.
 - Currently at 140 pts.
 - 150 pts are needed for Bronze status
 - Recommendation to submit application with more points than 150 in the event that some are rejected
 - Council President Maguire stated that the vehicle inventory is needed by the Green Team
 - Does not feel that an anti-idling ordinance is necessary at this time
 - Councilman Misciagna suggested as an innovative demonstration the Hydro Dam
 - Board of Public Works had recently discussed the installation of a clear tube to view the operation
 - Council discussion that it could be noted as a planned project
 - Ms. Fall advised the Council that Sustainable Jersey status makes the Borough eligible for grant applications
 - Councilman Hopper advised the Council that the Green Team was interested in the establishment of an Environmental Commission
 - Ms. Fall explained the powers of a commission
 - **Council discussion that it would be an unnecessary layer of bureaucracy**

- **Police Consolidation Study**
 - Mayor Ruschman was going to speak to Woodcliff Lake Mayor LaPaglia with regard to speaking to Bergen County Prosecutor Molinelli
 - Mayor LaPaglia has not yet spoke to Molinelli
 - Memorandum of Understanding sent to Montvale and Woodcliff Lake
 - June 30th deadline to file
 - Ms. Fall is working on the RFP so that the Borough's are in positions to go out to bid
 - Councilman Kane suggested all 3 mayors writing letters to Molinelli regarding funding of Consolidation Study
 - Mayor Ruschman will discuss at PV Mayors meeting
 - Municipalities have no money
 - Funding must come from the Prosecutor's office
 - Councilman Kane advised at the League convention he had made a recommendation that the State give municipalities a line item credit in their budgets for the cost of Shared Services studies

- **Leash Ordinance**
 - Rob Mancinelli advised he will discuss with Board of Health
 - Willing to attend Board of Health meeting if the Board wishes
 - Council discussion on electronic fences
 - Council asks if any complaints have been received at Borough Hall
 - Response from Administrator and Clerk – none have been received

- **Public Litter Containers**
 - Creative Outdoor Advertising highest bidder
 - Ms Fall states that she would like to meet with them prior to award of contract
 - Recommendation to include Bill Beattie, Pete Wayne, Councilman Hopper and Council President Maguire in meeting
 - Currently Creative Outdoor Advertising is in 9 communities
 - Council President Maguire stated that the Chamber of Commerce has some concerns with the containers
 - Council discussion that the Borough can do less than 23 containers
 - Chamber is very concerned with the placement of the containers
 - Creative Outdoor Advertising is sensitive to the placement and the advertising
 - Council discussion on the possible need to amend sign ordinance
 - Council discussion that the Borough will be responsible for the emptying
 - **Suggested meeting end of May beginning of June**

- **Mill Pond Dam Inspection**
 - Proposal received from Brooker Engineering for inspection of Class I Dam
 - Quote requested from T & M Associates

- **Fire Pit**
 - Councilman Hopper and John Hansen met and determined a location for the fire pit
 - Pavillion side of the brook
 - It will be in an obvious location where it is clearly visible
 - Pit will be under a retractable cover
 - 3 galvanized buckets
 - 2 red with water and 1 for ash
 - **Ms. Fall will prepare resolution for 5/24**

- **Pistol Range**
 - Ms. Fall advised she needs confirmation from the Council for including Emerson in the Pistol Range agreement
 - **Resolution will be on the 5/24 agenda**

- **Domestic Partners**
 - Amendment to BMed Plan
 - Benefit is taxable to the employee
 - **Ms. Fall will prepare resolution for 5/24**
 - Will reference State law
 - Councilman Viola reviews with the Council the potential for the Borough to be in a position to pay for benefits if a retiree receives benefits
 - Council discussion giving Domestic Partners the same rights as those with civil unions

- **Board of Public Works – Alternate Certifying Officer**
 - Recommendation from the Board of Public Works to amend ordinance to allow for an alternate certifying officer
 - **Ms. Fall will draft ordinance for introduction on 5/24**

BOROUGH CLERK REPORT

- **Change in Meeting Dates for June –**
 - Copies of notice in Mailboxes **6/14** and **6/28**

- **PRHS Student Council Concert 5/21**
 - High School Football Field 6:00 – 10:00 PM
 - Police have been notified – Reserves will provide traffic/crowd control
 - Police will patrol as well

- **Pascack Hills H.S. student will be sending a letter to M & C**
 - Wishes to organize a stream clean up in Atkins Glen as a senior service project
 - I have advised her of the Hold Harmless and Liability Insurance requirements

- **Memorial Day Flags**
 - Scouts will set up the flags as they have done in the past most likely Wednesday 5/25
 - If the Council agrees could be left up until Wednesday 6/15 to encompass Flag Day as well
 - Flags would not be at the corners of intersections where they could impeded visibility
 - Council agrees, Clerk will notify Scouts

- **BC CDBG**
 - Allocation meeting held Wednesday May 4th
 - Funding has been reduced
 - PV towns submitted requests for \$6000 each for Senior Activities
 - 2010 allocation \$4950
 - 2 municipalities not present had their funding cut by the committee to keep the balance of the municipalities at the same allocation as 2010
 - Capital Projects
 - Oradell's project did not qualify
 - \$26,000 available to be split
 - Our cost estimate for ADA improvements to bathrooms at Sulak is \$55,000
 - Initial allocation from committee was \$41,335
 - I expressed concern that our project would not be completed without the allocation of \$55,000
 - We were allocated a portion of Oradell's \$26,000, balance went to Old Tappan
 - Total funds available for PV \$353,658
 - Park Ridge allocated \$59,950 (17%)

- Freeholder meeting to approve June 15th
- Contracts should be in the mail 7/1

CFO REPORT

- CFO distributed revenue reports to those present
 - Hotel Tax comparable to last year
 - Ms. Ennis noted that the Hotel Tax is typically higher end of summer beginning of fall
 - Cable Franchise fees should be the same as last year
- Expenditure report distributed as well
- Ms. Ennis stated that the next report will show the excess sewer charge revenue

- **Special Pay issue**
 - Checks were cut
 - Distributed to Police, Water, Electric and Roads
 - Distributing to White Collar workers 5/10 and 5/11

- **Katica Bukvic Retirement**
 - Effective July 1st
 - Will be posting within for her position
 - Sr. Billing clerk
 - Salary will be less that Katica's current rate of pay

Mayor Ruschman advised that he would like to have proclamations for William D. Diedtrich and "Doc" Lewis on the 6/10 Agenda

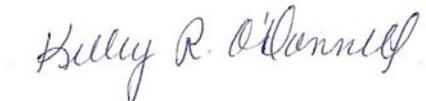
All present agree

Vehicle Use Policy

- Council discussion on setting a policy
 - Councilman Viola suggests Council President Maguire and Councilman Hopper come up with a recommendation to the Council
- **All present agree**

Work Session adjourned to Closed Session at 9:38 p.m.

Respectfully submitted,



Kelley R. O'Donnell, RMC
Borough Clerk