

BOROUGH OF PARK RIDGE
MAYOR AND COUNCIL MEETING

WORK SESSION

September 13, 2011
10:15 P.M.

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

Absent: None

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

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

BOROUGH ADMINISTRATOR/CLERKS REPORT

- **Fairview Avenue Trail System**
 - No update at this time

- **Public Litter/Recycling Containers**
 - At the 8/9 meeting of the Mayor and Council the decision was made to purchase 3 triple stream containers for Madison Avenue, Depot Square and the Library.
 - Literature received from Ben Shaffer and Associates – State Contract
 - Recommendations received from Borough Planner
 - **Will review with B. Beattie and P. Wayne and make a recommendation to the Mayor and Council for consideration**

- **2012 BC CDBG Grant Applications**
 - Will be submitting 2 applications
 - Senior Citizen Activities and Barrier Free Toilet Rooms at Memorial Park/Davies Field
 - Applications due 10/7/2011

- **BC OSTF 2011 Funding Round**
 - Application submitted on 9/1/2011 for balance of Mill Pond Park
 - Resolution adopted appointing Municipal representative to participate as a member of the Open Space Trust Fund Municipal Program Regional Subcommittee

- **Bergen Municipal Employee Benefits Fund**
 - Resolution adopted this evening authorizing 3 year renewal with BMed

- **Board of Public Works Resolution Authorizing Rate Attorney to prepare a Special Rate Structure Agreement between the Park Ridge Electric Department and the Hertz Corporation**
 - Council President and Admin/Clerk explained the necessity for a Special Agreement
 - **Authorization to adopt resolution authorizing the Rate attorney to prepare an agreement**
- **League of Municipalities Conference**
 - Reservation requests needed from the balance of the Council
 - All were provided
- **Second meeting in September**
 - Needed to be changed due to Special School Election
 - All agreed to 9/28
- **NOTE: this has since been changed back to 9/27 with Lyn Beer, Deputy Clerk covering the meeting due to the start of Rosh Hashanah**

CFO REPORT

- Ms. Ennis advised that she previously distributed the Best Practices Checklist and she hoped everyone present had the opportunity to review
 - Councilmember Hopper discussed wanting to see a Vehicle Policy
 - He was advised that it will be addressed in the Employee Manual and any comments should be directed to the Clerk/Admin

Councilmember Kane asked the status of the Police Consolidation Study

- Discussion on the July 27th meeting at the BCPO
 - Clerk/Admin advised that the BCPO recommended changes to the RFP
 - Mayor Ruschman and Clerk/Admin advised the concern that we still have not received confirmation in writing that the cost of the study will be covered by the BCPO
 - At the July meeting only capital costs were discussed
 - **Mayor and Clerk/Admin to get clarification**

Personnel Evaluation Forms

- Council President Maguire stated that the Utility Board has a format that they use and
 - K. O'Donnell should look at Bill and Colleen's as samples
 - Goals and Objectives
 - Councilmember Kane stated that the Mayor and Council need to be brought into it as well not just the A-Team
 - Would like to see Goals and Objectives and Review forms
 - Employee review forms are included in the manuals; JIF/MEL recommendation
 - Councilmember Kane stated that for 2011 he would like to see a +3/-3 list
 - 3 things you do well and 3 things that need improvement
 - Council President Maguire stated that the Utility Board tracks against specific tasks

Parking in Commuter lots after 4pm

- Council President Maguire stated that he would like to see the commuter lots opened up after 4 pm to the businesses to use; i.e. valet parking for the restaurants
 - Chief Madden does not see a problem
 - **R. Mancinelli requested a copy of Chief Madden's email**

Work Session adjourned Closed Session 10:35 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kelley R. O'Donnell".

**Kelley R. O'Donnell, RMC
Borough Clerk/Administrator**