

BOROUGH OF PARK RIDGE
MAYOR AND COUNCIL MEETING

WORK SESSION
November 29, 2011
9:25 P.M.

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

Absent: Mayor Ruschman

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

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

- **Dave Vozza Risk Manager**
 - Distributed spread sheet on Hurricane Irene expenses and insurance payments
 - Dave Vozza also advised those present that the JIF will be restructuring policies with properties in flood plain.
 - Need to look at ways to prevent flooding in future, one recommendation was pneumatic sealed doors.
 - Kelley O'Donnell, Borough Clerk/Administrator to discuss with Bill Beattie quotes.

- **Bergen JIF**
 - New rating formula beginning with 2012; will be looking at claims for last 5 years except EPL.
 - Claims vs premiums collected
 - Based on last 5 years claims experience additional assessment will be seen in 2014
 - D. Vozza has requested exact formula
 - Increase on base kept at 2%.
 - First time they are doing experienced rating Dave Vozza will supply report showing analysis to Borough.
 - 6 Months report cards to be given to Boroughs.

- **Benefits B Med increase 12.3%**
 - Alternate plans will be provided to Governing Body and Employees in Spring 2012.

- **JIF Recommendation for Professional Liability**
 - Dave Vozza explained deductibles on Professional Liability Insurance and the exposure to the town
 - Carrier pays and bills back the insured

- D. Vozza suggests that a deductible of \$20,000 or less is acceptable, greater than \$20,000 or self insured retention the Borough could request additional financial information
- Minimum limit \$1,000,000
- Some professionals could require more
- Other towns standard is \$1 million Dave Vozza will bring concerns and questions before the JIF Coverage Committee for review for all towns
- Additional coverage could be required for professionals based on exposure, such as; Engineers, Risk Manager, Borough Attorney.
- R. Mancinelli asked D. Vozza to provide examples of additional financial information that could be requested
- Council President Maguire agrees to deductible language as discussed included in the RFQ's
- Councilman Viola questioned what difference it makes what the deductible is
 - D. Vozza explained that it could reflect concerns the carrier has with the professional
 - Carriers want to make certain the firms have a stake in the claim
- R. Mancinelli asked if additional coverage could be requested if the Borough engaged the professional in a large project
 - D. Vozza stated that the Borough did have that option
- D. Vozza addressed the clause in the 2011 contracts that cancelled the contract if the principal dies
 - R. Mancinelli advised the language has been changed to give the Borough 90 days to cancel the contract

BOROUGH ENGINEER REPORT

- Distributed earlier
- K. O'Donnell reviewed in conjunction with Clerk / Admin report

Fairview Avenue Trail System

- **Action for Consideration**
 - None at this time
- **Public Litter/Recycling Container:**
 - Waiting for input from Green Team
- **2012 Bergen County Community Development Grant Applications:**
 - Waiting for executed contract from Bergen County.
 - Authorize advertising for receipt of bids once fully executed contract received.
- **BCOSTF Grant Application: BC OST 2011 Funding Round**
 - Letter dated November 15th acknowledged Borough's application for Mill Pond Phase 2 - \$55,885 grant application
 - Public Hearing will be scheduled for Spring 2012 with final Freeholder approval no sooner than 45 days after
 - Based on the funds available for our subregion it would appear that we will receive the funding requested.

- **BC OSTF Grant Contract – BC OSTF 2010 Funding Round**
 - Resolution adopted 10/25 authorizing the Mayor to sign contract
 - General Capital Ordinance introduced 11/14 amending the Capital Budget
 - Resolution amending Capital Budget adopted 11/14
 - Resolution adopted this evening authorizing the receipt of sealed bids.

- **Police Consolidation Study**
 - Police Consolidation Sub- Committee to be chosen after Re-Organization

- **William D. Diedtrich Memorial Award**
 - Councilman Misciagna recommended Paul Witte, Police Reserves and will advise Tri-Borough ambulance
 - Councilman Viola had recommended John Hansen for Park Ridge Fire Department at a previous meeting
 - Councilman Hopper had recommended Steve Valas from OEM at a previous meeting
 - Award to be announced in January 2012

- **Pedestrian Improvements at PR Train Station**
 - Plans to include cut out of retaining wall by signal box \$8,500 **Council agrees** Kelley O'Donnell Borough Clerk/ Administrator to contact Eve Mancuso, P.E. C.M.E.
 - Resolution to be listed 12/13 amending contact for the additional work
 - Need updated proposal on fencing

- **Planning Board-Proposed Amendments to Chapter 87 and Chapter 101**
 - Action for consideration ordinance introduced 11/14/2011, adopted 11/29/2011

- **Requests for Qualifications**
 - Resolution authorizing the advertising adopted this evening
 - R. Mancinelli and I met with Dave Vozza
 - Dave Vozza provided recommendations for insurance limits to be included in RFQ's
 - R Mancinelli to include language which would allow the Borough the option to renew appointment 3 times- total of 4 years.
 - Provided RFQ's are ready, will advertise in the Ridgewood News on 12/2
 - Responders should be given as a courtesy 10 days
 - Response due back 12/13
 - RFQ's will be available on the website

- **2012 Recycling Calendar**
 - K. O'Donnell advised that the draft is being prepared
 - Confirmed recycling center will be open every Saturday 9:00AM to 12:00PM
 - Curbside collections on Monday will be addressed due to Holidays and skipped pick ups

- **Employee Holiday Luncheon**
 - 2011 Holiday Luncheon will be held on 12/29 in the Community Center at noon
 - Borough offices and operations will close half day

- **2012 Employee Holiday Calendar**
 - Borough offices will be closed 1/2/2012 in observance of New Year's Day
 - Floating Holiday will be used in 2012 to close offices and operations 12/24/2012
 - Council approved offices and operations to be closed on 12/24/2012
 - Kelley O'Donnell, Borough Clerk/Administrator to discuss with employees to use floating holiday for 12/24/2012
 - **Council President Maguire discussed with those present the 2012 Reorg date and time**
 - **01/01/2012 Sine Die at 12:30 pm**
 - **Reorg at 1:00 pm**
 - **Reception afterwards at the Fire House**

- **Hurricane Irene Update**
 - Updated proposal received from O'Donovan for the scope of work permitted by NJDEP and accepted by FEMA

- Original proposal for Mill Brook and Pascack Brook - \$334,056.25
 - Revised Proposal - \$230,391.50
 - **Council agrees to revised scope of work**
 - **Resolution to be listed 12/13 amending work**
 - **R. Mancinelli will amend contract**
 - Sworn Statement in Proof of Loss executed today for JIF
 - Total Loss \$85,359.50 less \$2,500 deductible
 - \$82,859.50 (\$47,500 JIF, \$35,359.50 MEL)

- K. O'Donnell estimates receipt of \$200,475.11 against Irene expenses to be received by 12/13/11
 - FEMA funds will not be received until 6/2012

- **Fall Snowstorm Cleanup and Leaf Removal**
 - Garbage Truck 51 towed to Atlantic Transmission on Monday
 - Truck 52 is the truck that needed repairs this summer
 - They are "sister" trucks, both 21 years old, the Borough bought them used
 - Waiting for an estimate on repairs
 - Material chipped by the outside contractors is being disposed of at N/C
 - We need to deliver to Westwood DPW (operation temporarily stopped because roll off is being used for leaves – since garbage truck is down)
 - Pete is working on getting proposals to chip the brush at Colony
 - Need to make sure we are comparing similar quotes
 - Not all contractors have the same size grinder and their daily capacity could be less
 - Included in the proposals will be tub grinding for mulch
 - Removal of the brush/or chipped material

- Approximately 60-70 loads of brush
- Cost to dump at ORI is \$210/load
- **Telephone Audit – Land lines**
 - We are under contract with Avaya through August 2012
 - Will seek proposals in May 2012 and advise Avaya not to automatically renew
 - Potential savings of \$300/month
 - **Council discussion on cell phone audit**
 - Councilman Hopper stated that he feels the Borough should not be reimbursing for cell phone plans above what the Borough would pay under the state plan
 - Council discussion on which employees have cell phones
 - **Council requests a list of Borough employees that have cell phones and who is being reimbursed and at what rate**
 - **C. Ennis to provide**
- **Second Street – Sanzari Construction**
 - Mark-outs were done 11/9
 - Spoke with Paul Sarlo today believes there is settling with the water main
 - Will discuss with B. Beattie and B. Hahn tomorrow

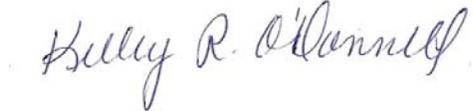
CFO REPORT

- Tax sale was held today, 1 property
- Utility Account delinquent approximately \$1,500
- C. Ennis advised for the next meeting she would have the November revenues and expenses for the Council
- C. Ennis also advised that she would be doing transfers to cover snow storm
- **Reorg Organization meeting**
 - December 6th 2011
 - Councilman Kane suggested that liaisons be chosen for Joint Court and Police consolidation Study
 - Council President Maguire requested K. O'Donnell distribute the minutes from the December 2010 meeting to the Council and Council Elect
 - Invitations to be sent to Scott Galdi and Rich Bosi
 - List of assignments to be distributed
 - Councilman Kane stated he would distribute his email to Cathy Cullen, Joint Court with the full Council With regard to the addition of other towns
 - Councilman Kane advised those present that as new towns are added additional personnel would have to be added
- **Council President Maguire advised the Council that the Utility Board had interviewed candidates for the vacancy**
 - **Utility Board has recommended Andy Matuson to be appointed to fill the vacant term through 12/31/2012**

- **Council President Maguire stated that this is an Mayor's appointment and will be listed on the 12/13**

Work Closed Session adjourned to Closed Session at 10:38 p.m.

Respectfully submitted,

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

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