

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

**WORK SESSION**

**January 10, 2012**

**9:50 P.M.**

Present: Council members; Galdi, Bosi, Hopper, Oppelt, Council President Misciagna and Mayor Maguire

Absent: Councilmember Kilmartin

Also Present: John Ten Hoeve, Borough Attorney  
Colleen Ennis, CFO  
Kelley O'Donnell, Borough Clerk/Administrator

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

**CFO'S REPORT**

- C. Ennis advised that she is in the process of completing year end closeouts on accounts
- C. Ennis also advised that they are going live with the Edmunds roll out of the Utility conversion
  - Edmunds rep will be on site this Thursday and 2 days next week
- Andrew Parente of Lerch, Vinci, Higgins has been working on the General Ledgers
  - Also looking at the surplus levels
- C. Ennis reviewed with those present the anticipated revenues
  - Hotel Tax is up from prior year
    - C. Ennis further noted that there is a 2 month lag on the revenue for Hotel Tax
- C. Ennis reviewed anticipated revenues and surplus
- C. Ennis advised that she and K. O'Donnell will be starting the budget process with the department heads
- Finance Committee met this evening
  - Department Heads will make presentations to the Finance Committee
- Budget will be presented to the Mayor and Council last meeting in February
- Council discussion on Edmunds modules not yet activated
  - Only module left is the requisition
- C. Ennis advised that she is right on schedule with the auditor
  - Focus this year will be on the Open Space Fund and Trust Funds
- Councilman Hopper asked for an accounting on the extra services the auditor is providing
  - C. Ennis advised that we are well within budget
- C. Ennis advised that there are 2 major reports to be filed with the State
  - Audit and Annual Financial Statement
    - C. Ennis advised that she is looking forward to getting them done early

## **BOROUGH CLERK / ADMINISTRATOR'S REPORT**

- **Fairview Avenue Trail System**
  - Plan should be available for Open Space Committee review 1/25
  
- **Public Litter and Recycling Container**
  - Waiting for input from Green Team
  - Will meet with Planning Board
  
- **2012 BC CDBG**
  - Barrier Free Toilet Rooms at Memorial/Davies Field
  - Senior Activities
  - Executed Contract received from Bergen County
    - Council authorized the advertising for receipt of sealed bids
    - Council authorized J. Bruno to prepare bid documents and provide construction oversight
  
- **BC OSTF Grant Application – 2011 funding round**
  - Public Hearing Scheduled for spring 2012
    - Final Freeholder approval no sooner than 45 days after
  - Based on the funding available for our sub region it would appear that we will receive the funding requested - \$55,885
  
- **BC OSTF 2010 funding round**
  - Executed Contract received 1/5/2012 from Bergen County \$81,102 Grant
    - Local match of \$81,102
  - Bids Received 12/20/2011
  - Recommendation received from E. Mancuso to award bid to Navka
  - Resolution to be listed on 1/24 Agenda
  
- **Police Consolidation Study**
  - Montvale, Park Ridge and Woodcliff Lake need to determine if moving forward
    - Tri Borough Police Consolidation Sub-Committee needs to be formed
    - K. O'Donnell to advise Montvale and Woodcliff Lake of Council Liaisons
  
- **William D. Diedtrich Memorial Award**
  - This year's nominee – Josephine Higgins, Tri Borough Ambulance
    - Award to be presented at Tri Borough annual meeting
    - Dinner 1/27
    - Resolution to be listed on 1/24 Agenda
  
- **Pedestrian Improvements at PR Train Station**
  - Contract Amendment sent to Marini Brothers.
  - John DelColle, NJ Transit is still working with his staff on replacement of pavers at the train station
  - Will most likely patch with asphalt for now until NJ Transit can make a determination
  - Marini Brothers to begin construction 1/16

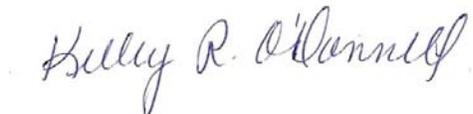
- **Brush Pile at Pool Parking Lot**
  - Scollo Equipment Scheduled for week of 1/16
- **Electronic Sign**
  - Scheduled to be moved and installed 1/17
- **Final Strategic State Plan – NJ State Development and Redevelopment Plan**
  - Six public hearing dates scheduled, posted on Borough Bulletin Board
- **Amendment to Chapter 40 of the Borough Code**
  - Recommendation received from Planning Board to eliminate reference to distance between licensed facilities
    - J. TenHoeve authorized to prepare ordinance for introduction 1/24
- **Waterproofing Doors – Borough lower level**
  - N. Saluzzi provided information as requested on Flood Barriers
    - Cost is \$80 - \$100 per square foot
    - 98% effective
  - Estimated cost of materials \$4,000 for all doors
  - **Council advised K. O'Donnell to seek proposals**
- **Construction Officer – Permit Fee Recap 2011**
  - Budgeted 2011 revenue \$170,000
    - Actual - \$213,826
- **Show Master Mobile Stages**
  - Bergen County Department of Parks will no longer charge a permit fee for use
- **Orientation for Newly elected, re-elected and experienced Municipal Officials**
  - Councilmen Bosi and Galdi will be attending
    - Councilman Oppelt asks to be included
- **Pistol Range Agreements with Montvale, Woodcliff Lake and Emerson**
  - Council agrees to renewal
    - **Resolutions to be listed on 1/24 Agenda**
- **70-72 Park Avenue**
  - Concern expressed over distance between lamp post and planter
    - N. Saluzzi measured
      - Little over 4 feet
      - Adequate width for wheelchair
- **BCOSTF – Grant Agreement**
  - 2007 Grant re-appropriated - \$75,000
  - Resolution authorizing Mayor to sign to be listed on 1/24 agenda
- **Leroy Place drainage improvements**
  - Plans need to be revised at West Park and Pascack Road

- AT&T did not mark out Fiber Optic box
  - Original plan was for 24" pipe
    - Needs to be revised to 2-18" and pitched below AT&T box
- **2011 Road Improvement Program**
  - Punch List items will be completed in spring
- **2012 Road Improvement Program**
  - Will be working with E. Mancuso and P. Wayne on the 2012 Budget
  - E. Mancuso will submit Rock Avenue and Fifth Street (3<sup>rd</sup> Phase) for NJ DOT funding
- **Borough Attorney reviewed with Council emails; personal and borough**
  - J. Ten Hoeve advised that all correspondence is subject to OPRA
    - He further advised that many public officials have been embarrassed by OPRA requests for emails
  - J. Ten Hoeve reviewed potential problems with emails
  - Council discussion of Public Records, Open Public Meetings Act and Emails
  - Council discussion on liaison roles
    - J. Ten Hoeve advised that they cannot act on behalf of the Governing Body
      - Governing Body acts as one
- Mayor Maguire stated that he wants to add dredging to the budget
- **B. Beattie to get an updated proposal for the boring and sampling**
- Board of Public Works is willing to fund \$10,000 or ½ (whichever is greater) towards the testing
- **K. O'Donnell to follow up with B. Beattie**
- **Reroof of Pistol Range**
  - Chief Madden has recommended the use of the Sheriff's Labor Assistance Program to remove old roof
    - **Cost estimate needed on new roof**

**Council asks K. O'Donnell to reach out to Bergen County Mosquito Commission with regard to Mill Pond dredging**

**Work Session adjourned at 10:30 p.m.**

**Respectfully submitted,**



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