

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

**WORK SESSION**

**January 24, 2012**

**8:43 P.M.**

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

Absent: None

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.**

**BOROUGH ENGINEER'S REPORT**

**Eve Mancuso, P.E. – Brooker Engineering**

- **Fairview Avenue Trail Project**
  - Project team consists of Burgis Associates, LBG and Brooker Engineering
    - NJDEP permit received
      - Confirmation of path location
  - Plans and Specs 80% complete
    - To be discussed at Open Space Meeting on 1/25
    - Hopeful of a 2 week turnaround
  - Should be ready to advertise for bids 2-3 weeks
  
- **Improvements to Leroy Place – Ingannamorte and Sons**
  - Project includes drainage, curbs, sidewalks and resurfacing
  - Drainage improvements along Pascack Road, Leroy Place and Sixth Street
  - Curbs and resurfacing on Sixth Street
  - Outfalls on DeGroff Place and Park Avenue
  - Work on Pascack Road substantially complete
    - Plans needed to be amended due to a Verizon box on Pascack and W. Park
      - 24” round pipe to be substituted with a 19” x 30” elliptical pipe
        - Special order
        - Should be in week of 1/30
  - Outfall work on DeGroff and Park Avenue complete
  - Winter concrete mix is being used and will be protected from weather
  - Trenches will be brought up to grade and binder placed
  - Construction of curbs on Sixth, resurfacing, planting and re-seeding will follow in spring
  
- **Walkway along NJ Transit ROW**
  - Reconstruction of retaining wall to conform to NJ Transit specifications
    - Marini Brothers has commenced the work
  - Sidewalk has been reconfigured in accordance with NJ Transit approval

- Fence had to be ordered, not in stock, 2-3 week lead time expected
  - Mayor Maguire asks if the fence will match the one installed by Madison Square
    - E. Mancuso will check and confirm
- **2011 Road Improvements – AJM**
  - Construction is substantially complete
    - E. Mancuso advises that the contractor did a fine job
  - E. Mancuso will not close out until punch list items are complete
    - All present agree
- **2012 Road Improvement Program**
  - E. Mancuso advised that she met with B. Beattie, P. Wayne and K. O'Donnell
    - Scope of work reviewed
  - E. Mancuso to provide costs estimates in 2-3 weeks
- **Mill Pond Footbridge**
  - Contract awarded to NAVKA by resolution 1/24
    - J. Ten Hoeve to prepare contract
  - NAVKA to secure Performance Bond
    - Pre-Construction meeting to be scheduled
  - Council discussion on timeline for project
    - E. Mancuso advises 12 week lead time required for footbridge after shop drawings approved
  - E. Mancuso further advised that at Pre-Con meeting calendar will be discussed
- **Recreation Facility Evaluation for Handicapped Accessibility Compliance**
  - E. Mancuso advised that the report is 80% complete she needs to go on site
- **Hurricane Irene Emergency Repairs**
  - D & L Paving reconstructed the drive along side Borough Hall
    - Temporary repair of walkway at Sulak Fields to provide a walkway which could be easily and safely navigated by the residents of Lehman Gardens
    - They will return after the Pascack Brook stabilization is complete
  - Dave O'Donovan has substantially completed the work at Mill Brook
    - Will need to return in spring for vegetative bank stabilization
  - Pascack Brook is on hold pending DEP permit
    - NJDEP did not consider is an emergency
  - E. Mancuso also advised those present that the failure of the County Crib Wall at Pascack Road had been repaired
    - County hired Sanzari
- **Electric Pond Repairs**
  - Verbal approval received from Dam Safety
    - Waiting for written approval
      - Not sure if he is going to renew, reissue or extend
      - No additional fees
  - Plans submitted to BCSCD for review

- E. Mancuso reviewed the quote received from Adamsville Maintenance
  - Feels it is high
  - Gabion walls failed
  - Not sure if some of the work needs to be repeated because of storm damage
- K. O'Donnell advised that vouchers and engineer's reports were emailed to E. Mancuso
  - E. Mancuso advised that she has not yet reviewed
- J. Ten Hoeve reviewed with those present the steps that need to be taken to exceed 20% of the original contract amount
  - E. Mancuso advises that it gives the contractor the ability to negotiate
  - E. Mancuso and Mayor Maguire state that we need to review the extent of the work completed to date
- **Federal Requirements for Road Signs – Reflectivity and Lettering**
  - E. Mancuso advises that the Borough needs to have a Sign Management Plan this month
    - Follow new Federal guidelines
  - Borough needs to state their intention by adoption of a resolution
    - January 2015 – Regulatory and Warning signs must meet new standard
    - January 2018 – Overhead Street Signs must meet new standard
  - Councilman Bosi to discuss with P. Wayne – Work Order Management Program
- **Jedh Barker – Memorial Tree**
  - Council President Misciagna advised those present that J. Bruno asked if the Mayor and Council objected to the tree being planted on school property instead of Borough property
    - Council discussion that they would like family input
    - Council President Misciagna to follow up with the Lewis Family

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

- **Fairview Avenue Trail System**
  - Update provided by E. Mancuso, Borough Engineer
- **Public Litter / Recycling Containers**
  - Waiting for input from Green Team
  - K. O'Donnell and P. Wayne to meet with Jeff from Advanced Waste 1/26 for input
- **2011 Bergen County CDBG**
  - Resolution adopted 1/24 authorizing receipt of bids
    - Bergen County needs to review final plans
  - K. O'Donnell to contact J. Bruno, AIA
- **2012 Bergen County CDBG**
  - Waiting for executed contract from Bergen County
  - Resolution will be needed at that time authorizing receipt of sealed bids

- **BCOSTF Grant Application – 2011 Funding**
  - Waiting for Bergen County to advise award
- **BC OSTF Grant Application – 2010 Funding**
  - Resolution adopted 1/24 awarding contract to NAVKA Construction
    - J. TenHoeve to prepare contract
    - E. Mancuso to schedule Pre-Con meeting
- **Police Consolidation Study**
  - Waiting for input from Montvale and Woodcliff Lake
- **Pedestrian Improvements at Train Station**
  - Update provided by E. Mancuso, Borough Engineer
- **Brush Pile at Pool Parking Lot**
  - Waiting for Scollo Equipment LLC
    - P. Wayne to follow up
- **Waterproofing Doors at Borough Hall – Lower Level**
  - K. O'Donnell and N. Saluzzi met with Bill Coleman of Swift Track, authorized contractor, from Rochelle Park on 1/19
    - Cost estimate to be submitted
  - N. Saluzzi is trying to locate another contractor in the area
  - Manufacturer has stated that Swift Track is the only one in this territory
    - May be someone in Rockland County
  - K O'Donnell will advise when 2 proposals have been received.
- **Robert E. Witte, Sr. – Memorial Tree**
  - The Witte Family has suggested a tree be planted in the courtyard out side of the Library in memory of *Robert E. Witte, Sr.*
    - Worked for the *Park Ridge Police Department for 28 years*
    - Member of the *Park Ridge Police Reserves for 15 years*
    - Member of *Tri-Borough Ambulance Corps for 10 years*
  - Mayor and Council authorized K. O'Donnell to coordinate with B. Beattie and C. Doto, Library Director.
- **Peter Wayne – Recycling Coordinator**
  - Pete has successfully completed the NJ State requirements to obtain certification as the Borough's Recycling Coordinator
- **Federal Road Sign Standards Update**
  - Borough replaced all signs 10 years ago
    - Blue Signs (4" letters on 6" signs)
  - All new signs installed have the added reflectivity
  - Pete Wayne has asked Highway and Traffic Safety for quotes
    - DOT grant funding is available for up to 90%
  - J. Ten Hoeve to review Borough's obligations

## **CHIEF FINANCIAL OFFICER'S REPORT**

- C. Ennis advised that W-2's were in the mailbox for the 2011 Councilmembers
- W-2's were distributed to the employees today
  - She further stated that they were very nicely done by Paychex
  
- Auditors are coming in 1/30 to do the Annual Financial Statement in preparation of the Annual Audit
  - C. Ennis reviewed the dates with the Mayor and Council
  - C. Ennis advised that the first round of Budget presentations would be taking place on Friday 1/27, Karen is finalizing times
    - C. Ennis advised that the 2012 Budget must be introduced the 1<sup>st</sup> meeting after 3/9
  
- C. Ennis advised that she is transitioning the Utility Billings and Collections to Edmunds
  - Wants to go live in February
  
- Councilman Hopper asked if we were still within the authorized amount allocated to the Auditor for the extra services
  - C. Ennis advised that we were
  
- Mayor Maguire reminded the Council that C. Ennis had emailed them on participation in the DCRP
  - C. Ennis advised that she had emailed the State on Contribution levels for the Council
  
- Council discussion on Goals and Objectives for the Governing Body for 2012
  - Mayor Maguire asks K. O'Donnell to forward the 2010 Goals and Objectives to Councilman Oppelt
  - **Mayor Maguire states that he would like to dedicate time at the 2/14 meeting to discuss this Council's Goals and Objectives for 2012**
  
- K. O'Donnell asks those present when they would like to have the **2012 Reorg Photo**
  - **All present agree to 2/28 meeting**
    - **K. O'Donnell to email Chiefs and B. Beattie**

**Work Session adjourned at 10:03 p.m.**

**Respectfully submitted,**



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