

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

**WORK SESSION**

**May 8, 2012**  
**9:30 P.M.**

Present: Council members; Galdi, Bosi, Oppelt, Hopper (7:23 p.m.), Kilmartin, 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 the compliance statement earlier as required by the Open Public Meeting Act, P.L. 1975, Chapter 231.**

**Mayor Maguire stated that he wanted to review the Goals and Objectives for 2012**

- A list had been distributed to the Council earlier
- Big Goals and status
  - Police Consolidation Study – underway
  - Negotiations – ongoing
  - Employee Manuals – Finished
  - New hire in Finance – C. Ennis interviewing
  - Pascack Brook –delayed by NJ DEP
  - Sulak Bathrooms and Storage Shed
  - Mill Pond Pedestrian Bridge – underway
  - Mill Pond Dredging – Preliminary report received
  - Spillways – completed
  - Flood Panels – Resolution passed this evening awarding contract to Presray
  - 2012 Budget includes purchase of a used garbage truck
  - Sustainable New Jersey – Plans underway for Green Team to recertify
  - Website improvements – preliminary discussions taking place
  - Borough Hall improvements
  - United Water property – Pascack Brook
    - Mayor Maguire advised that they should have a conversation with United Water
  - Increase Grant acquisition
  - Councilman Oppelt added Joint Services/Shared Services
    - Councilman Hopper added that 2 years ago the Council liaisons had met with Montvale and Woodcliff Lake liaisons
- Mayor Maguire asked if anyone had anything to add
  - There was none

**BOROUGH CLERK / ADMINISTRATOR REPORT**

- **Fairview Avenue Trail System:**
  - PreCon meeting held 4/19, E. Mancuso, E. Sniekus, B. Beattie and P. Wayne present
  - Mark outs to take place 4/24 – weather permitting

- Construction to begin as soon as weather permits
- Estimated completion time 4-6 weeks
- E. Sniekus to review samples of product on delivery
- Construction progressing on schedule as weather permits
  
- **Public Litter/Recycling Container:**
  - P. Wayne and I will meet with Advanced Waste on 5/7 to discuss quantity and color.
  - Double container; 1 trash & 1 comingle
  - Council authorized K. O'Donnell to proceed with order.
  
- **2011 Bergen County Community Development Grant Application**
  - Barrier Free Toilet Rooms at Colony Field and Sulak Field
    - Fully executed contract received 1/4/2012
    - Grant is for \$55,000
  - Contractor to provide schedule so that Portable toilets may be scheduled
  
- **2012 Bergen County Community Development Grant Applications:**  
Due October 7, 2011. Funds would be available sometime after July 2012.
  - Resolution for annual grant for Senior Activities on for 7/26/12.
  - KO has asked J. Bruno if the Memorial Field bathrooms need upgrades for ADA Compliance.
  - Construction Cost Estimate Received - \$37,000 (hard costs)
  - Resolution adopted 9/13 endorsing BC CDBG Application for Barrier Free Toilet Rooms at Memorial Park/Davies Field – FY 2012
  - Presentation of applications held 2/27 at 5:30pm in Westwood
  - PV regional committee authorized the full funding
  - **Waiting for BC CDBG approval and Freeholders resolution.**
  
- **BCOSTF Grant Application: BC OST 2011 Funding Round:**
  - Letter dated November 15<sup>th</sup> 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**
  - As required by the NJDEP Princeton Hydro performed Black Crowned Night Heron Survey and will be submitting a formal report
  - NJ DEP requires 2 additional visits between 5/1 – 6/15
  - Proposal received for additional \$1,900 for 2 more site visits and report update
  - Mayor and council authorized K. O'Donnell to sign agreement with Princeton Hydro to satisfy NJ DEP requirements.
  
- **Police Consolidation Study**
- Notice to Bidders placed in the 4/23 edition of The Record
- Notice to Bidders forwarded to Montvale and Woodcliff Lake Admins.
- Notice will also be posted on Web Site
- Anticipated Time Table (as it appears in the RFP):
  - Issue RFP – April 23, 2012

- Pre-proposal Conference, if any- 10:00 AM, May 1, 2012
- Deadline for Requests for Clarification - 11 :00 AM on May 1, 2012
- Bid Opening – 3:00 on May 9, 2012
- Submit recommendation - undetermined at this time
- Determination as to award of contract, if any- undetermined at this time
- Recommendations & Executive Summary submitted to the governing bodies and their designated staff of the Boroughs of Park Ridge, Montvale and Woodcliff Lake no later than – August 15, 2012.
- Consultant completes Final Consolidation Study on August 30, 2012
- K. O'Donnell advised that she was aware of 3 vendors that have printed the RFP/RFQ from the website. None at this time.
  
- **Waterproofing Doors – Borough lower level**
  - DoorDam proposal received \$ 21,725.00 – 48” high panels
    - N. Saluzzi recommends
      - Installed in Ridgewood
  - Mayor Maguire discussed with Library Board
    - They are in agreement
  - Library Board confirmed their share of the funding
  - Borough will issue voucher after installation complete we will collect from Library
  
- **Sixth Street and Leroy Place**
  - Change order needed for \$9,140 to relocate 8” water main
    - Water Department to provide materials
    - Ingannamorte has the equipment and manpower to make the change
    - Brooker Engineering authorized to move forward with Change Order
    - Relocation of water lines
    - Relocation of Water Lines completed on Thursday, March 8<sup>th</sup>
    - Work should resume next week – Contractor waiting for 4/15 date
    - Notices have been sent to Sixth Street residents that contractor has advised that the work will be commencing on or about 4/23.
  
- **Police Accreditation Grant – CALEA**
  - Resolution adopted this evening authorizing the Mayor, Administrator and Chief to enter into an agreement with the Bergen JIF for the Grant/loan
  - Chief has requested the \$14,000 balance from forfeiture funds
  - JIF Agreement has been signed
  - Chief would like to schedule beginning 9/1
  - After adoption of budget, resolution will be listed awarding contract to The Rodgers Group
  - BCPO has confirmed request for Forfeiture funds
  - Working with Chief Madden on award of contract
  - Chief Madden is anticipating a 9/1 start
  - Discussed with PV Admins and NW Bergen Admins on 5/3
  - Bid document received from Westwood
  - Used by Westwood, Glen Rock
  - Montvale will be using also
  - The Rodgers Groups will be the only responder and they will not post a bid bond
  
- **Website upgrade – Danori, LLC**
  - B. Beattie and I met with Dan Bello, webmaster for Montvale

- Proposal dated April 6<sup>th</sup> attached
  - Mr. Bello does not like to do an annual contract with a fixed amount due to the fact that some months are busier than others
  - Proposal to be discussed with Technology Committee 4/25
  - Will schedule meeting with Dan Bello and Councilman Galdi
  - Dan Bello in Paris, will be back the week of 4/30, then out of town the week of 5/7
  - Will be back for a month beginning week of 5/14
  - Discussed with Technology Committee 4/25
  - Emailed Peter Nakkash information for proposal
  
  - **Mill Pond Dam – Periodic Inspection:**
    - Original Cost Estimate from Brooker to perform this was \$5600 and T&M \$5900.
    - Revised T&M Proposal dated 6/14/2011 is now \$5000.
    - Pulled reso to award to Brooker (from 6/14/11 meeting) since it may make sense to have T&M do the work.
    - *No update at this time*
  
  - **Mill Pond Dam:**
    - Western spillway should be complete by the end of this week. Adamsville will be working on Saturday, 4/14
    - Eastern spillway should take 7-10 days to complete
    - In conjunction with the Pedestrian Bridge and Walkway project Princeton Hydro performed a full site inspection and survey for the Black crowned Night Heron
    - NJ DEP requires 2 additional visits between 5/1 – 6/15
    - Proposal received for additional \$1,900 for 2 more site visits and report update
  
  - **Park Ridge Properties**
    - J. Ten Hoeve provided R. Huntington schedule of rents for low and moderate income housing
  
  - **Evaluation of Recreation Facilities for compliance with 2010 ADA Standards**
    - E. Mancuso provided a report dated 2/8/2012
    - I have asked for a proposal for Construction Cost Estimate and professional services for Davies Field/Memorial Park first
      - Too involved to complete all at one time
      - After construction cost estimate received Borough can evaluate funding options
        - Community Development
          - **Discussed funding option with Michel Popkin**
            - **Would not qualify**
        - Discuss other grants with B. Bogart
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- **Borough Hall Improvements**
  - Met with Diane Picyk Interiors LLC on 4/20
  - Subcommittee: Mayor Maguire, Council President Misciagna, C. Ennis and K. O'Donnell
  - K. O'Donnell recommends scheduling meeting to discuss
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- **Pascack Brook and Mill Brook**

- DEP has requested that 4 trees be planted along the banks of each brook to replace those lost as a result of Hurricane Irene
  - Change Order totals \$8,700
- Waiting for confirmation of tree placement from First Congregational Church trustee, Evan Doff
- Mayor and Council authorized Change Order in the amount of \$8,700. Resolution to be added to 5/22 agenda.
  
- **Bus Shelter – 36 Pascack Road**
  - NJ Transit has conducted an onsite investigation
    - They see no problems with the installation of a 5' x 10' Trenton Style Shelter; dark green with tinted roof and glass panels
    - 2 historic homes in the vicinity
  - Need input from the Historic Advisory Committee before the new shelter can be installed
  - We will be responsible for the removal of the old shelter
    - They will coordinate with P. Wayne
  - Borough Historian has no objections.
  - Borough will need to enter into an agreement with NJ Transit. Resolution authorizing the execution of agreement will be listed once received.
  
- **Park Ridge Police Department**
  - April Comp time report received
    - 2 officers out sick
  - Monthly Odometer Readings
  
- **Spending Plan – Affordable Housing Trust**
  - Planning Board has made the attached recommendation to the M & C
  - Mayor and Council agree to Resolution endorsing the Spending Plan 5/22 agenda.
  
- **BCUA – Stormwater infiltration**
  - N. Saluzzi forwarded the attached NJLM article
  - Waldwick found that half of the property owners in the targeted area had sump pumps illegally connected to the sanitary lines
  - As a result of their inspections and enforcement they have reduced their BCUA fee by \$100,000
  - J. Ten Hoeve asks the Council if they want to have a mandatory inspection process
  - Could be included with the CCO process
  - Councilman Hopper thinks the Borough should
  - J. Ten Hoeve will research and advise
  - Council discussion on adding to the website that sump pumps must be disconnected from the Sanitary Sewer System.

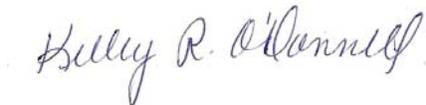
### **CHIEF FINANCIAL OFFICER REPORT**

- **FSA – Flexible Spending Account**
  - C. Ennis reviewed with those present the FSA which will be offered to employees
    - Borough is mandated to offer as employer
  - Employee contributions are pretax
    - Employee identifies what they want in FSA
      - Can be used for copays and medical supplies
  - Pretax saves the Borough money also, no Medicare or social security

- C. Ennis discussed “fronting” the money
- C. Ennis discussed that it is a “use it or lose it”
- C. Ennis reviewed the charges the Borough would incur to provide the benefit
- Dependent Care available also – maximum of \$5,000
  - Can only use what has been funded
- Mayor and Council agree to FSA max of \$1,000 for 7/1 – 12/31/2012
  
- **Field Fees and Schedule**
  - Schedule was received today
  - Mayor Maguire asked Councilman Hopper to advise those present of the complaint he had received
    - Regarding the Girls’ Softball team
  - Councilman Hopper advised that there are individuals having difficulty with field scheduling, primarily Davies Field
  - Councilman Hopper stated that he had received a number of complaints
    - Council discussion on the Girls Softball team that plays in June – summer league
      - High demand for the fields
        - Someone will be unhappy
  - Councilman Galdi asked Councilman Hopper to forward comments to him
  - Council discussion on the difficult task of field scheduling
  
- Councilman Oppelt stated that Bob Howell’s daughter had done volunteer work for PKRG-TV
  - He further stated that he would like to recommend to the Mayor her appointment on the PKRG-TV committee
    - He will forward information

**Work Session adjourned at 10:40 p.m.**

Respectfully submitted,



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