

**MAYOR AND COUNCIL MEETING**  
**WORK SESSION**  
**November 27, 2012**  
**8:00 P.M.**

Present: Councilmembers; Galdi, Bosi, Oppelt, Kilmartin and Mayor Maguire

Absent: Councilmembers Misciagna and Hopper

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.**

C. Ennis explained the procedures and purpose of a transfer resolution to those present.

- **Refunding Bond Ordinance –**
  - C. Ennis met with George Heller the week prior and reviewed with him the Refunding Bond Ordinance
    - Net Savings is \$184,383.80, estimated to be \$5 per household
      - Interest owed goes into escrow account
  - Mayor Maguire asks that K. O'Donnell email ADA requirements for recreation facilities
    - Cost estimates for Memorial Field

**Work Session adjourned to Public Hearing at 8:20 p.m.**

**Work Session resumed at 8:45 p.m.**

- J. Ten Hoeve advised that the Garetty Appeal was settled, dwelling will be removed from assessment
  - Council asks J. Ten Hoeve to work with Bob Campora to determine total exposure on tax appeals

**BOROUGH CLERK / ADMINISTRATOR'S REPORT**

- **2011 Bergen County Community Development Grant Application**
  - Please see prior admin reports for history
  - J. Bruno is coordinating work with A. Hodgins around field usage.
  - Construction will resume, now that football season is over
- **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
- Resolutions adopted authorizing Mayor to sign agreements with Bergen County.
- **Freeholders will need to vote and execute contract.**
  - **Once fully executed contract received we can authorize the receipt of bids.**
- **BCOSTF Grant Application: BC OST 2011 Funding Round:**
  - Applications due on 9/1/11.
  - Suggest submitting application for balance of funding for Mill Pond Park.
  - Original Project estimated at \$310,400 with 50% from BCOST and 50% from PROSTF – submitted October, 2010.
  - 11/30/10 (Resolution No. 010-297) submitted amended application to phase in project - \$162,205 this round with 50% from BCOST and 50% from PROSTF. 2/18/11 letter received from County that a funding award recommendation would be made as requested. As of today waiting for final award, contract, etc.
  - 2/24/11 (Resolution No. 011-070) requested that the \$75,000 from 2007 Grant - Mill Pond Dredging be reappropriated to this project.
  - B. Bogart will provide updated cost estimate since:
    - The original location of the project had changed slightly and the scope of the project has been divided into phases due to DEP constraints.
    - She will review with E. Mancuso to determine phasing then back into the final costs of the project.
  - Endorsing Grant Application Resolution adopted 8/23 for \$55,885.
  - Matching grant, if approved, the Borough would be responsible for \$55,885 from the PROSTF
  - Grant Application submitted 9/1/2011
  - Resolution adopted 9/13/2011 appointing Municipal representative to participate as a member of the Open Space Trust Fund Municipal Program Regional Subcommittee.
  - 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 Agreement received and executed by Mayor
    - Open Space Committee working with Planner and Engineer on plans and specifications
      - Proposal received from Brigette Bogart for plan design and oversight
        - \$10,800
      - Waiting for proposal from Engineer

- \$12,500
    - Capital Ordinance introduced 8/14, Capital Budget Amendment Adopted 8/14.
  - Ordinance will be required to utilize Borough's OSTF
  - Resolutions will be required authorizing Planner and Engineer for Mill Pond Phase II project
- **Police Consolidation Study**
  - Please see prior admin reports for history
  - Launch meeting held 9/27 at 5:30 in Borough Hall
    - Police Chiefs and PBA reps attended as well
  - Richard Brady will be meeting with Administrators and Elected Officials of the 3 municipalities this week.
  - Profile Draft report received of 3 departments
    - Matrix reviewing with departments for accuracy
  - Next meetings scheduled for week of 12/3
    - Focus groups in 3 communities to meet this week
      - Matrix will send invitations
    - Advisory Committee to meet this week
- **Police Accreditation Grant – CALEA**
  - Please see prior admin reports for history
  - Initial meeting held with Chief Madden on 10/17
  - Process takes approx.. 18-24 mos. To complete.
- **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 Michele Popkin
          - Would not qualify
      - Discuss other grants with B. Bogart
  - Proposal and estimate received for Memorial Park (Rotary Park, Pavilion and Davies Field) from Brooker Engineering dated 6/25/12 for \$10,600.
  - Asked B. Bogart to look at Grant Opportunities
- **Borough Hall Improvements**
  - Met with Diane Picyk Interiors LLC on 4/20
  - Subcommittee: Mayor Maguire, Council President Misciagna, C. Ennis and K. O'Donnell
  - Contacted vendor for high density file cabinets; state contract to provide an updated proposal including finance files

- Last proposal received 2007
  - Proposal received for Times 2 file system
    - Available under State Contract
      - General Office Space; Building Dept and Administration
        - \$23,736.80
      - Finance Office
        - \$22,309.36
    - Mayor and Council President to meet with K. O'Donnell and C. Ennis
    - Follow up meeting to be scheduled with P. Petrillo for assistance with layout
  - C. Ennis to advise balance of funds available in Municipal Improvements Ordinance
    - \$79,500 available in ordinance
  - Meeting to be scheduled to discuss improvements
    - Mayor Maguire to discuss with Perry Petrillo, AIA and Council President Misciagna
- **Pascack Brook and Mill Brook**
  - O'Donovan to plant trees required by DEP, project will be closed out once maintenance bond.
    - Resolution will be required authorizing final payment
- **Mapleleaf Drive**
  - Voucher for reimbursement will be submitted to County once E. Mancuso has certified work has been completed.
- **BC OSTF 2012 Funding Round**
  - **Sulak Recreation Area**
  - Application deadline August 30, 2012
  - Open Space Committees scheduled to meet 6/27 to discuss
  - Planner working on grant application.
  - Endorsing resolution adopted 10/23.
- **Telephone System**
  - Bill Beattie provided a phone inventory 7/12/2012
  - Proposal received 8/6, copy attached
  - Need to review with B. Beattie
  - Angelo Dellarmo working on this project to assist
  - Initial proposal did not offer any monthly cost savings
  - A. Dellarmo working on eliminating lines
- **BC CDBG Funding year 2013**
  - Applications due 10/1
    - Senior Activities application for \$4,500
      - All municipalities in the region are applying for the same
  - Endorsing resolution adopted 8/14 for Sr. Activities Grant Application.

- **Narrow banding Requirements PRFD & DPW radios**
  - At TriBorough Safety meeting it was discussed that the switch over would take place first week in December, this has been confirmed by R. Kuelke
  - TriBorough safety meeting moved to 12/19 so that a report can be provided by Police and Fire
  - PRFD working with OEM to purchase 6 new radios
  
- **2012 Road Improvement Program**
  - Concrete and drainage work to be completed by 10/17
  - Milling – 10/16 – 10/17
  - Paving - 10/18 – 10/19
  - Striping 10/22
  - Due to rain it is estimated that project will be completed by 10/31
  - Project is substantially complete
    - E. Mancuso to review punch list items with D & L
      - Reseeding may need to be done in Spring
  - Resolution authorizing final payment will be required once final certification of work completed to date, maintenance bond and certified payroll are received.
  
- **Montvale Ordinance – Removal of Traffic Signal at Brae Blvd and BMW Plaza**
  - Montvale adopted an ordinance on 9/27 permitting the removal of the traffic signal at Brae Blvd and BMW Plaza
    - I have requested on 2 occasions since receiving the ordinance a copy of the traffic study conducted with the application and have not yet received it.
    - Once study is received I will forward to E. Mancuso for comment
  - E. Mancuso report and Chief Madden email attached
    - Copies have been provided to Lyn Beer.
  
- **Downtown Parking and Striping**
  - Chamber of Commerce will shortly be distributing a downtown map with parking areas noted
    - To better define these areas it was suggested that striping be done
  - P. Wayne is getting proposals for thermographic
    - Longer lifetime and dries quicker
      - Minimize disruption of traffic
  - P. Wayne reached out to vendors again last week, still waiting for proposals
    - Copy of map was sent to them
  - Proposal received \$12,200 – 2013 budget
    - Life Expectance 5-7 years on roadway
      - 7-10 yrs on parking stalls
  
- **Recycling Center Permit Tags**
  - New tags were ordered for 2013
  - In 2011 tags were distributed on per household with Trash/Recycling Newsletter

- Additional tags were \$5.00 ea
  - There were problems with residents that claimed they never received
  - “Postal Customer” mail is not held or forwarded by USPS – many tags were thrown out
  - Council agrees to give the tags out. Duplicate tags will be \$5.00
- **2013 Professionals – RFQ’s**
  - RFQ’s advertised on 11/16
  - Links provided on website for download of filing instructions
  - Responses are due 12/4
  - REMINDER – Reorg Organization meeting scheduled 12/4 at 8:15 pm
    - Closed session if necessary advertised for 7:15 pm start
- **Electric Storage Building**
  - Seven bids were received on 11/16/2012
    - Memo from E. Mancuso and spreadsheet attached
    - Information has been forwarded to Utility Board for recommendation to Mayor and Council
- **Assessment Reduction**
  - N. Saluzzi, Construction Code Official has advised Bob Campora, CTA that 2 homes within the Borough sustained damage as a result of Hurricane Sandy which has left them uninhabitable.
- **Sulak Lane Drainage Area – Sink hole in front of #7**
  - Proposal received from E. Mancuso for \$2,600 to perform analysis
  - Bergen County has requested to determine what percentage of the drainage is a result of their system on Pascack Road
  - Resolution to be listed on 12/11 agenda
- **BMED Fund – 2013 Budget**
  - Composite Medical Plan is increasing 13.28%
  - Borough has already implemented (June/July 2012) the “Supermarket” network for prescriptions to save money
  - Borough has offered the mail order for maintenance; 2 employees had problems with medication not received timely
    - Bmed would like to mandate it
    - Our response as commissioners has been to recommend additional literature and education materials for employees
  - Additional premiums for Rx are for other towns
- **JIF/Park Ridge POL/EPL Optional deductibles**
  - Dave Vozza has suggested that the Borough may want to consider reducing our deductible and out-of-pocket exposure on our POL/EPL coverage
    - Recommended reduction would increase our premium by \$4,270
  - The claim he is referencing is the termination of the Police Captain for cause

- All present agree to keep the coverage the same.
- **Project Medicine Drop Box**
  - Agreement has been forwarded to Chief Madden for review
    - He is the designated Department CO and custodian of the drugs
    - I have asked him to review and advise if he had any concerns or questions
- **2013 Employee Holiday Schedule**
  - Draft of Schedule attached
  - Emailed shop stewards to see if they are interested in utilizing a floater for 7/5
- **PRPD – Odometer reading**
  - Provided as an FYI

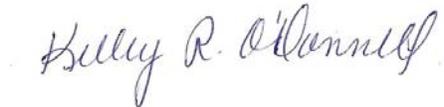
### **2013 CAPITAL PLAN**

- Councilman Bosi reviewed the 2013 Capital requests by department
  - Police are looking for an SUV
    - If Tracy Dickinson donates again they will remove from their budget
- **2014 Road Program**
  - Councilman Bosi suggests that consideration be given to including with the 2013 program
    - More robust program, 2 years into 1
    - Councilman Bosi thinks there may be a cost savings too
  - Councilman Bosi will discuss with Jeff Bliss, Borough Auditor
  - Councilman Bosi asked those present for their opinion on combining the 2013-2014 road programs
    - Mayor Maguire indicated that he has concerns
    - Councilman Galdi thinks that there are savings
  - Councilman Bosi will discuss with Council President Misciagna
- Chief Madden also recommended improvements to the **pistol range**
  - Approximate cost \$70,000
    - Paramus pistol range has been upgraded
      - Available to inspect if interested
  - Councilman Bosi will discuss with Chief Madden
- Council discussion on **time clocks and building security**
  - C. Ennis advised that there is \$20,000 budgeted for this project
    - Steve Masson has submitted a proposal to Bill Beattie
      - Council suggests discussing with Bill
- Council discussion on field improvements needed
- Council discussion on Holiday Party
  - To be discussed with Nancy Russell

- Borough and Utility sharing the costs
- Councilman Galdi advised that he would like to recommend a plaque recognizing the efforts of the employees during Hurricane Sandy
  - All names should be included
  - C. Ennis advised that Hillsdale recognized all employees after Hurricane Floyd
    - Woodcliff Lake recognized their employees and volunteers last week
    - Councilmen Bosi and Galdi will work on plaque
- Councilman Galdi advised that the Recreation Committee will be holding their Holiday Party at The Village Grille in January

**Work Session adjourned at 9:40 p.m.**

Respectfully submitted,



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