

**MAYOR AND COUNCIL MEETING**  
**WORK SESSION**  
**February 12, 2013**  
**9:06 P.M.**

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

Absent: None

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

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

- **Tri Boro Consolidation Study**
  - Council asks Borough Attorney to review MoA
    - What happens if 1 town backs out?
- **Council discussion on Grant writer projects on Capital Program**
- **CFO Report**
  - Annual Financial Statement is being worked on now
  - Once complete the will begin working on Audit – earlier this year than last
    - Audit Letters sent –Mayor Maguire asked to see a copy.
    - C. Ennis advised that Gene Zannetti involved with budget familiarizing himself with Edmunds
  - Budget presentation to full Mayor and Council at the February 26, 2013 meeting.
  - C. Ennis discussed the utility route that received incorrect bills. They went out with a 2012 date instead of 2013.
  - Discussion on estimated tax bills for 2013

**BOROUGH CLERK /ADMINISTRATOR REPORT**

- **2011 Bergen County Community Development Grant Application**
  - Please see prior admin reports for history
  - Work is substantially complete
  - Payment released at 2012 Sine Die meeting
  - Retainage held until final inspection and project closeout
  - Partial reimbursement request has been submitted to BC CDBG
    - Waiting for Joe Bruno to close out project
      1. Authorize Final Payment to Innovative
      2. Payment to Joe Bruno for design and construction oversight

- **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.
- Joe Bruno preparing design specifications for approval by BC CDBG
  - Once approved we can authorize the receipt of bids.
    - **No update, waiting for Joe Bruno. Resolution will be required authorizing 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
    - Proposal received from Eve Mancuso for design and oversight
      - \$12,500 (does not include ADA improvements at Memorial)
- Capital Ordinance 2012-013 adopted 9/11, Capital Budget Amendment Adopted 8/14.
- Ordinance required to pay professionals from Borough Open Space Trust Fund
  - Council agrees to include on 2/26 agenda
- **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
      - Park Ridge Focus Group met 12/5/2012
  - Draft report received 12/26/2012
    - Corrections to still be made
  - Advisory Committee to meet 1/24/2013
  - Police Chiefs, Captains and PBA representatives and concerns on data in draft study
  - Chiefs email sent to Matrix Consulting
    - Mayors expressed concerns over consolidation, response time and Civil Service status of Park Ridge Employees
    - John Ten Hoeve, Esq. submitted information to Matrix Consulting on Civil Service status
  - Invoices totaling \$45,411 have been received from Matrix
    - Borough as lead agency must pay and BCPO will reimburse once proof of payment is submitted.
  - Pay 1<sup>st</sup> two invoices up to \$35,000
- **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
    - Approximately \$79,000 remains in ordinance
  - Meeting scheduled for Friday 1/25 with Perry Petrillo
  - Measurements of Borough Hall taken week of 1/28
  - Meeting scheduled with Perry Petrillo on 2/15 at 8:30
- **BC OSTF 2012 Funding Round**
  - Sulak Recreation Area
  - Application deadline August 30, 2012
  - Open Space Committees scheduled to meet 6/27 to discuss

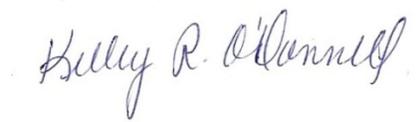
- Planner working on grant application.
- Endorsing resolution adopted 10/23.
- **Funding cut in this region**
- **Application withdrawn**
  - **Will resubmit 2013**
- **Telephone System**
  - Bill Beattie provided a phone inventory 7/12/2012
  - Proposal received 8/6, copy attached
  - Need to review 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
  - I have asked Angelo to see if the Merlin system can be set up for Automated attendant to be done as a trial.
    - With Lyn's retirement would like to utilize Karen more to assist with general clerical
    - Angelo has arranged for a phone presentation on Tuesday, February 26<sup>th</sup>
  - S. Galdi will discuss with Technology Committee.
    - Council recommends adding Angelo to Tech Comm
- **BC CDBG Funding year 2013**
  - Applications due 10/1
    - Senior Activities application for \$3,638
      - All municipalities in the region are applying for the same
  - Endorsing resolution adopted 8/14 for Sr. Activities Grant Application.
- **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 adopted this evening. Maintenance bond received, reviewed by John Ten Hoeve and D. Vozza.
- **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
    - \$12,000 to be included in 2013 budget
      - Life expectancy 5-7 yrs on roadway, 7-10 yrs parking stalls
  - **Resolution will be needed awarding contract.**
- **Tubgrinding – Chips and Branch/Brush material at Pool Parking Lot**
    - Vendor is finishing up in Ramsey
      - Moving equipment in this week
      - Work to be completed asap
    - Spoke with Tom Bauer – he is aware of schedule
    - Vendor delayed, P. Wayne spoke with them on Friday.
    - Cold weather may delay the start by a few days.
    - Material has been ground
    - DEP has been notified
    - On resident complained about height of pile of chips
    - P. Wayne has reduced the height of the chips
    - Spoke to DEP today and requested extension of permit for debris management area.
  - **Bus Shelter Agreement – Pascack Road**
    - Waiting for County Exec. Signature
    - Following up email sent to Bergen County- no response at this time
    - Resolution adopted by freeholders 2/6/2013
    - Pete should be contacted as soon as weather permits.
  - **Sports Accident Renewal Policy –**
    - Vozza shopped out policy and has recommended a renewal with Chubb
      - Savings of approx. \$1,100
      - New forms have been submitted to liaisons to distribute to PRAA
  - **Borough Hall Copier**
    - Ricoh 3 year lease expires 3/23/2013
    - C. Ennis L. Maggio and I have met with Xerox and Ricoh
    - Both Products available on State Contract
    - Recommendation to execute a 4 year lease under State Contract with Ricoh
    - Resolution required awarding contract to Ricoh under State Contract #82709 for the 4 year lease of MP7502SP
  - **2013 Road Improvement Program –Professional Services**
    - Proposal received from E. Mancuso dated 2/4
      - \$41,140 (7% of construction costs)
      - Typical is 10%

- Board of Public Works has expressed concern that Mapleleaf is not included
  - Recommendation that it be added as an alternate
  - Mayor and Council authorize K. O'Donnell to have E. Mancuso include Mapleleaf as an alternate
  - Council agrees that commuter lot striping & paving will be on Saturday
  - Bond Ordinance to be introduced on 2/26
- **Financial Disclosure Forms- Local Government Officers**
    - New Online Process- no paper filings
    - Local Finance notice to be issued with filing instructions
    - Instructions will be forwarded to you when available
- **Parks and Recreation fees for 2013**
    - 2012 fees attached for review
    - Meeting to be scheduled with Field Coordinator to review fees for 2013.
    - Meeting to be scheduled with Summer Camp Directors.
- **Municipal Pool fees for 2013**
    - Commission has recommended fees remain the same as they were in 2012
    - Authorize resolution to be listed for adoption at the 2/26 meeting.
- **Website Improvements**
    - PDF map on Community Web Page and Recreation Web page
    - Working on Qscend map POI on home page
    - Proposal received from vendor to provide an interactive map for website with search features
- **2013 Professional Grant Services proposal – Bogart**
    - Resolution required authorizing the use of the Borough's Open Space Trust funds for research, preparation and submittal of open space grants
    - Council agrees for inclusion on 2/26 agenda with a not to exceed amount of \$15,000
- **Mill Pond Dam Operations & Maintenance Manual**
    - Proposal received from Brooker Engineering for updateing the Manual as required by NJ DEP Dam Safety
      - \$3,000
- **Council discussion on signs at Mill Pond Bridge and Walkway**
    - Please walk bicycle on bridge and walkway
    - Bridge Closed during inclement weather
    - K. O'Donnell to check with Dave Vozza

**Work Session adjourned at 10:15 p.m.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Kelley R. O'Donnell". The signature is written in a dark ink and is positioned below the typed name.

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