

MAYOR AND COUNCIL MEETING
WORK SESSION
February 26, 2013
7:52 P.M.

Present: Councilmembers; Galdi, Bosi, Oppelt, Hopper (arr. At 8:35PM, 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
Mirella Hernandez, Administrative Assistant/Deputy Clerk

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

2013 Goals and Objectives

- Mayor Maguire distributed the 2012 Goals and Objectives
 - Council discussion on “big” goals and what has been accomplished
 - Mayor Maguire asks for input from C. Ennis, K. O'Donnell and M. Hernandez
 - Mayor Maguire asks Council for input
- Council discussion on resolution for grant writing services
 - This resolution is for Open Space related projects and grants
- Mayor Maguire asks Council to make a list of projects or equipment that the Borough should consider for possible grants
 - Council discussion on funding
 - Retainers for Grant Writers
 - Mayor Maguire asks K. O'Donnell to email Council and ask that they submit a list
 - Mayor Maguire asks K. O'Donnell to poll other Administrators what is done in neighboring towns
- Mayor Maguire updated the Council on the meetings with Perry Petrillo, AIA
 - Updates at Borough Hall
- Lifetime Fitness
 - Mayor Maguire advised that he met with the attorney for Lifetime Fitness on 2/25
 - Present at the meeting were K. Misciagna, B. Bogart & E. Mancuso
 - Borough was advised that the traffic signal at Brae & Sony does not meet federal traffic standards
 - Serves as a warning beacon
 - Stop signs must be used in conjunction

- K. O'Donnell advised to check with P. Wayne installation of stop sign at intersection by Marriott
- Use variance for landscaping before ZBA
- Mayor Maguire advised that the Borough is requesting a traffic engineer to prepare a study based on full capacity of Sony and development of Wegman's on Grand Avenue
- Discussion on hours of operation on gym

Work Session adjourned to Public Hearing at 8:20 P.M.

Work Session reconvened at 8:30 P.M.

BOROUGH ENGINEER'S REPORT

- **Mill Pond Dredging**
 - Proposal for surveying & engineering services were submitted
 - Proposal for DEP permitting submitted by LBG
 - LBG has continued discussions with ORI
 - Sample had too many "fines" for Orangetown location, checking with Warwick location
 - Have not heard back from ORI yet
 - E. Mancuso contacted Breen trucking as suggested and they did express interest
 - Mayor Maguire advised that the Borough wished to share the information with the Board of Public Works
- **Recreational Facility Evaluation for ADA compliance**
 - Proposal has been submitted for first phase of work
 - Memorial Park/Davies Field
- **Electric Storage Shed Replacement**
 - Three Sons was able to provide the lowest bid
 - Once contract is executed Pre-Con meeting will be scheduled
- **Pistol Range Remediation**
 - Proposals received from two environmental engineers
 - No further action at this time
- **2013 Road Improvement Program**
 - Revised proposal has been submitted for inclusion of Mapleleaf Drive
 - Council discussion on Brae Blvd
 - E. Mancuso would not recommend work be done until construction is complete
 - Council asks that P. Wayne look at the Brae
 - K. O'Donnell advises that there is a drainage issue there

E. Mancuso left meeting at 8:45PM.

BOROUGH AUDITOR - Jeff Bliss

- 2013 Budget review - preliminary overview distributed to all
- Finance Committee met last week

- J.Bliss advised that putting money from surplus into tax appeal reserves is looked upon favorably by Moody's Standards & Poor
- Council discussion on where surplus should be.

Mirella Hernandez left the meeting at 9:00PM

- Analysis of tax rate
- Of the \$109.00; \$48.00 is due to loss in ratables
 - \$61.00 cost increase
 - repackage of debt approximate \$37.00
- Total tax increase due to loss of ratables \$205.00 (Muni/County/School)

- Rich Bosi advises those present that the 2013 Budget assumes that the Borough will have another bond sale in August; \$2.5 Million this will take care of notes from 2011 and older.
- Review of Budget Timetable
 - Introduce Budget March 12, 2013
 - COLA Ordinance 3/12 Intro

Jeff Bliss Left at 9:30PM

- Council discussion on asking Montvale if they are interested in participating with us on this year's road program.
 - Mayor Maguire will reach out to Mayor Fyfe
 - K. O'Donnell will reach out to Maureen Iarossi-Alwan

Backflow Preventers –

Councilman Hopper asked that the information be shared with the Council

- Westwood requires commercial and mixed use buildings
 - S. Hopper provided background information
- Council discussion - Does a fee have to be charged? Can the business provide proof that it was tested?

- Councilman Hopper asks if the DEP permitting can be expedited.

CHIEF FINANCIAL OFFICER REPORT

C. Ennis distributed month end reports

- Council discussion on reduction of revenue
- Council discussion on anticipated revenues
- Council requests copy of County Budget review
- Council asks for Analysis January 2012- January 2013 to be prepared by Cathy Cullen.
- Collin Ennis reviewed statements of revenues 2013 vs 2012

- Review of 2013 appropriations

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
 - Authorize Final Payment to Innovational
 - Payment to Joe Bruno for design and construction oversight
 - Should be on 3/12 Agenda

- **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.
 - Plans and Specs sent to BC CD, additional documents to be dropped off on 3/27
 - Resolution adopted this evening authorizing receipt of bids
 - J. Bruno and I will coordinate advertising and acceptance 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 15th 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 introduced 2/26 to pay professionals from Borough Open Space Trust Fund
 - Once adopted resolutions will be listed for approval of professional services
- **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 statue
- 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 1st 2 invoices up to \$35,000
- BCPO has advised that once invoices and cancelled checks are submitted he will submit a voucher for reimbursement
- Payment of \$25,305 released (Evoices #1 & #2)
 - Email received from R. Brady will schedule next advisory committee meeting shortly

- **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 PM
 - Preliminary plans reviewed, follow up meeting scheduled for 3/1
- **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 26th
 - Angelo and eComm rep to look at potential monthly savings
- **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.

- **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.

- **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 soon a weather permits.

- **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 adopted this evening awarding contract to Ricoh

- **FY 2013 NJDOT – Municipal Aid Grants**
 - NJDOT Screening Committee met 1/30 and reviewed applications
 - Applications have been sent to the State for funding
 - Could be a few weeks or a few months

- **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
 - Yes Commuter lot Striping & paving will be on Saturday
 - Revised proposal received for engineering fees with the inclusion of Mapleleaf as alternate
 - \$61,178

- E. Mancuso has begun work on specs
 - After adoption of Ordinance No. 2013-001 resolutions will be required authorizing receipt of bids and award of engineering contract
 - I will coordinate with E. Mancuso
- **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
 - Resolution adopted this evening
- **Recreation Request for fireworks – June 1, 2013**
 - Proposal has been received by Fireworks Extravaganza
 - Fireworks Display requirements submitted to vendor
 - Proposal needed from another vendor
 - Resolution will be required approving request
- **Renewal of Participation in Cooperative Pricing System**
 - Westwood has served as the lead agent since the establishment of the cooperative pricing system on 2008
 - Woodcliff Lake has agreed to take over the role of lead agency effective 1/1/2014
 - Council authorizes resolution will be required authorizing continued participation in the Cooperative Pricing System 107-PVCPS.
- **Former Boro and DPW UST Projects**
 - LBG has served as the Borough's LSRP for these 2 sites during 2012
 - Intent is to transition the sites to Groundwater Remediation Permit by May 2014
 - Cost is estimated at \$24,500 - \$30,500
 - Jeff Bliss has advised that this is a permitted capital project and can be included in the 2013 capital budget
 - Paid out of capital surplus
 - Resolution will be required awarding contract to LBG.
- **Elected Officials Training**
 - Due to the cancellation of League conference course if being offered online
 - \$250 training credit
 - Complete training on line as your time permits and let me know so I can advise Vozza for credit.

- **2013 MEL & MRHIF Educational Seminar**
 - Colleen and I will be attending on 4/12
 - Healthcare reform has been added to the seminar
 - Also will be discussing Solutions to reduce retiree Healthcare costs

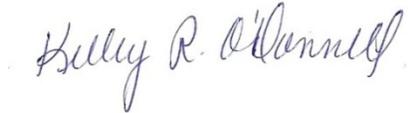
- **PRPD Odometer Reading**
 - Provided as an FYI

- **Fire Prevention report – January & February**
 - Copy in your mailboxes

- **Testable Backflow Preventers**
 - Copy of Westwood letter attached
 - Checked with Rich O’Dowd and John Hansen
 - There are approximately 12 businesses with sprinkler systems that would have testable backflow preventers
 - There is one residential sprinkler system that John Hansen knows of
 - Irrigation systems also have them but it is unknown how many
 - Council discussion on finding out what other towns are doing

Work Session adjourned at 10:11 p.m.

Respectfully submitted,



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