

**MAYOR AND COUNCIL MEETING**  
**WORK SESSION**  
**March 12, 2013**  
**8:00 P.M.**

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

Absent: Councilmember Oppelt,

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.**

- **CFO Report**
  - Personnel
    - C. Ennis needs to move quickly to fill the position.
      - Discussion with utility Board she has Edmunds training.
      - C. Ennis – spoke of acting CFO in Belleville ½ of exam passed
      - Salary request was out of Borough Budget she would consider \$75,000-\$80,000
      - C. Ennis spoke with Jeff make low offer with benefits for 6 Months
      - R. Bosi very qualified
      - Checking on ability to pay stipend incentive to stay.
      - T. Maguire asks Colleen to check with Belleville
      - C.Ennis to talk to Utility Board Borough pays ½ up to \$70,000
      - Resolution tonight appointing Susan Corrado to Municipal Department Head

Council discussion on Agenda Changes prior to Public Hearing.

**Work session adjourned to Public Hearing at 8:15 p.m.**

**Public Work Session resumed at 9:30 p.m.**

- **Lifetime Fitness**
  - Letter mailed to Gail Price Esq. concerning application
  - Borough decision not to amend traffic light ordinance
  - Planning Board /Zoning Board awaiting application
  - Applicant has obtained 200 foot tax list applying in February
  - Applicant has requested meeting with Council re: traffic light
  - Professionals meeting on February 25, 2013
  - Awaiting appointment of Traffic Engineer and agreement on fees
    - Proposal received from Dolan & Dean

- Second proposal required – it will be sent to Lifetime Fitness
- **ROSI modification- 72 Park Avenue**
  - Awaiting final response from Green Acres
  - Will schedule hearing if required
  - Sign needs to be posted on property
  - Notice prepared & sent to Green Acres for approval
- **Letter received from Bergen County Engineer – Improvements in R.O.W.**
  - Conditions that need to be met if the Borough plans to do something in the future
- **United Water**
  - R. Bosi to meet with Ray Cywinski on 3/20 to walk the property of concern

### **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 Innovational
      2. Payment to Joe Bruno for design and construction oversight
  - Waiting for Bergen County to respond to request for change in door openers.
    - County has authorized change
  - P. Wayne to put up signs as required by BCCD
  - Resolutions will be required for final payment to contractor and J. Bruno
- **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 BCCD for review and approval
    - Resolution authorizing receipt of bids on 2/26 Agenda

- J. Bruno and I will coordinate advertising and acceptance of bids.
- Notice to Bidders in 3/11 edition of The Record
- Bid opening scheduled for 3/21
- Hopefully we will have a recommendation for award for 3/26 meeting

- **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 Brigitte 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. Ordinance will be adopted 3/26. Resolutions awarding contracts to Brigette Bogart and Brooker Engineering to be included on 3/26 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 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 1<sup>st</sup> 2 invoices up to \$35,000
  - Waiting for Matrix to schedule next meeting with Advisory Committee
- **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
  - Preliminary plans reviewed
  - Follow up meeting have taken place
  - Final plans to be reviewed by committee on 3/15.
- **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

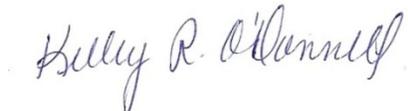
- Initial proposal did not offer any monthly cost savings
- A. Dellarmo working on eliminating lines
- I have asked Angelo to see if the Merlin system can be set up for automated attendant to be done as a trial.
  - With Lyn's retirement would like to utilize Karen more to assist with general clerical
  - Angelo has arranged for a phone presentation on Tuesday, February 26<sup>th</sup>
- Present system has automated attendant capabilities. We are using it sporadically as Karen is assisting departments or is away from her desk for an extended period. Reprogramming is needed and Angelo will look into it.
  
- **BC CDBG Funding year 2013**
  - Agreement executed authorizing \$3,638.00
  
- **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
      - Wants Striping in May will speak to Brigitte and Pete Wayne.
  - Resolution will be needed awarding contract after adoption of 2013 Municipal Budget.
  
- **Bus Shelter Agreement – Pascack Road**
  - Waiting for County Exec. Signature
  - Agreement has been signed by all parties
  - Schedule coordination will be handled through Pete Wayne
  - Don't anticipate installation prior to Spring
  
- **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 Maple leaf is not included
    - Recommendation that it be added as an alternate
    - Revised proposal received for engineering fees with the inclusion of Maple leaf as alternate.
      - \$61,178

- E. Mancusco has begun working on specs.
  - After adoption of Ordinance No. 2013-01 resolution will be required authorizing receipt of bids and award for engineering services
  - Resolutions authorizing receipt of bids and award of engineering contract on March 26<sup>th</sup> Agenda. I will coordinate with Eve 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 March 13, 2013.
- **Recreation request for Fireworks – June 1, 2013**
  - Proposal has been received from Fireworks Extravaganza
    - Fireworks Display requirements submitted to vendor
  - Proposal required from another vendor
  - Resolution will be required authorizing 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
  - 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
  - Ordinance to be included on the 3/26 agenda for introduction, adoption on 4/9 and resolution awarding contract on 4/9.
- **Borough Hall Entry Security System**
  - Proposal received from Advanced Security Systems
    - Second Proposal required
  - Mayor and Council to determine if this should be included with improvements to Borough Facilities.

- **Backflow Preventers**
  - Fire Prevention has provided a listing
  - I reached out to Bergen County Clerks
    - M. Hernandez prepared a spreadsheet of responses
    - J. Ten Hoeve provided information received from Washington Twp.
  - Discussed at Utility Board meeting
  - Recommendation from Bob Ludwig to include with Annual Fire Prevention Registration - 2014
  
- **Tri Borough Senior Van**
  - Involved in an accident on Thursday, March 7<sup>th</sup>
    - Waiting for information from Montvale
    - Al Thomas thought it may be totaled
  - Council asks that we reach out to County
  
- **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
  
- **Laborer – Road Department**
  - Council discussion on position of laborer in Road Dept
    - Entry level title – 7 steps
      - \$31,000 - \$39,000
  - Council discussion on where it start a new employee
  - Council agrees to step 2 or 3
    - Council would prefer starting at step 1, need to utilize salary steps
  
- **2013 Capital Budget**
  - Council discussion on inclusion of Fire Truck in 2013 budget
  - Council request for a work session meeting to discuss capital
  - MP Bond Ordinance – do not list for Public Hearing on 3/26
  - Council discussion on Tri Boro Fire Department vehicle inventory

**Work Session adjourned at 10:45 p.m.**

Respectfully submitted,



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