

**MAYOR AND COUNCIL MEETING**  
**WORK SESSION**  
**April 23, 2013**  
**7:20 P.M.**

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

Absent: Councilmember Hopper

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

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

**Borough Hall Improvements – Perry Petrillo, AIA**

- Mayor Maguire introduced Perry Petrillo
- Goal was to join upstairs and downstairs
  - Views the borough as having 2 clients – employees and residents
  - Building is actually 3 pieces – 3 different levels
- Perry Petrillo distributed a layout plan to those present
  - Reviewed the layout and department breakdown with all
- Council asked if there was an estimated budget
  - Perry Petrillo advised not at this time
- Mayor Maguire advised that the next step would be to present to the Utility Boards
  - Councilman Bosi will check with George Mehm
- Proposal will be needed for professional services
- Council discussion on phasing in the work, construction, furnishings

**Work Session adjourned to Closed Session at 7:50 p.m.**

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

**BOROUGH ATTORNEY REPORT**

- **ROSI – Recreation and Open Space Inventory update**
  - Small strip of land, formerly a driveway, next to the Effron building
    - Technically it is part of the Borough's Open Space Inventory as part of Veterans' Park
  - Green Acres has approved the removal, pending a Public Hearing on the amendment to the ROSI
  - J. Ten Hoeve reviewed the notification requirements; residents within 200 feet
    - Posting requirements; 4 x 4 sign on piece of land
    - Advertising requirements; public notice and display add

- Public Hearing will be on May 14<sup>th</sup>
  - K. O'Donnell asked if we notify all of the residents of The Crossings because of the common (shared) element
    - J. Ten Hoeve agrees that we should but suggested double checking with Green Acres if it was necessary
    - Krell Building
    - Require hearing and notice
    - Awaiting hearing date
- **Lifetime Fitness**
  - J. Ten Hoeve reviewed the history with those present
  - Lifetime Fitness has advised that they will not be paying for a traffic study
    - They have agreed to post \$125,000 in escrow for one year
  - J. Ten Hoeve asks K. O'Donnell to request a copy of the agreement from Montvale
  - Mayor Maguire advises that he will speak with Mayor Fyfe and respond to Gail Price
    - Letter sent to G. Price advising that council will not permit removal of the light absent engineering report

## **BOROUGH ENGINEERS REPORT**

- **2012-2013 Road improvement program**
  - The plans and specifications are complete. The project is currently out to bid with a return date of May 2, 2013.
  - Review of 2013 Road Program bid docs picked up , Bid Opening 5
- **Electric Storage Shed Replacement**
  - Contract awarded to Three Sons Restoration
  - Pre-Con meeting held on 3/8
  - Project is currently under construction
    - Utility Department is performing the inspections and Construction oversight
- **General**
  - **86 River Road – Drainage complaint**
    - During heavy rains storm water runoff jumps the bituminous curb at his driveway cascades down his driveway to a trench drain system
      - Trench drain designed to handle runoff from driveway not from street
    - Recommendation to add catch basin and pipe – estimated cost \$6,000
    - May consider as addition to 2013 road program
  - **King Road**
    - Paving complete in 2012
      - Curbs were already in place
    - Change in road profile has water jumping concrete curb

- DPW patched with asphalt
    - Resident unhappy with appearance, wants concrete like the neighbors
  - 25 LF can be added to 2013 Road program if funds permit
- **Mill Pond Dam Operations Manual due 6/1**
- Working with Brigette on **Mill Pond Phase II - Pedestrian Bridge to Park Avenue**
- **2013 Road Program**
  - Council requests millings be brought to Atkins Glen lot
- Council discussion on Paving of lot at Davies Field
  - Discussion on what DEP would permit
  - E. Mancuso advises that best practices would be added porosity and vegetative buffer
- Discussion on drainage at Davies Field – were changes made post-Irene
  - K. O'Donnell to check with Bill Beattie

### **BOROUGH CLERK/ADMINISTRATOR'S REPORT**

- **2011 BC CDBG**
- Final payment has not been authorized for release
  - Problems with flushometers at Sualk and a leak at Colony
  - Water pressure at these sites is higher than the manufacturer recommends
- **2012 BC CDBG**
  - Bid opening on 3/21
  - Recommendation to award contract to LaRocca, second lowest bidder
    - Resolution included on tonight's agenda
    - Lowest bidder did not provide references
  - J. Ten Hoeve to prepare contract
  - PreCon meeting to be scheduled
  - Work will begin when all materials are on hand
  - Port-a-johns will be ordered during construction
  - Contractor hopes to be completed by May 15<sup>th</sup>
- **BC OSTF Grant Application – 2011 FY**
  - Mill Pond Park Phase II
  - Ordinance adopted this evening providing funds to pay professionals
  - Resolutions awarding contracts to planner and engineer/surveyor
- **Police Consolidation Study**
  - Advisory Committee meeting scheduled for 5/16
  - Dates will need to be chosen for Public Hearings in all 3 towns
- **Borough Hall Improvements**

- Number of meetings have taken place
- Preliminary plans reviewed by committee
- Perry Petrillo has offered to present to Mayor and Council
  - Presentation made this evening
  - Meeting to be scheduled with Utility Board
- **BC OSTF – 2012 FY**
  - Sulak Recreation area
    - Grant application will be resubmitted for 2013
- **Downtown Parking and Striping**
  - Email has been sent to Tom Connolly, Bergen County to confirm roads are not on list for repaving
  - P. Wayne sent final plan to Statewide Striping for updated proposal
  - Parking Plan currently under review by Sgt. Mauro
  - Westwood uses Statewide for their striping also
  - Pete Wayne met with Tom Connolly of Bergen County DPW
    - Park Avenue is on the County's five year plan for resurfacing
      - If the Borough were to complete the ADA ramps
        - Reimbursable County Grant available, assistance with engineering costs and County cooperative vendor for concrete ramps
      - County would resurface and stripe according to parking plan
  - I have asked Eve to determine number of ramps that need to be brought up to new standards and prepare a cost estimate
    - Realistic timetable – County Engineering of ramp late summer/early fall
    - Concrete work may be able to be completed
    - Confirm County would resurface in 2014 and stripe
  - If we stripe in 2013 at Borough's expense, County would replace the striping when they resurface
- **Bus Shelter Agreement**
  - Email received from Tom Casey – waiting for County Executive to sign agreements
  - Agreements have been signed and forwarded to Attorney General
- **FY 2013 – NJDOT – Municipal Aid Grant**
  - **No update at this time**
- **2013 Road Improvement Program**
  - Authorized Receipt of Bids
  - Awarded Engineering Contract
  - Notice in The Record 4/16
  - Bid Opening at 5/2 at 11 am
  - Recommendation to J. Ten Hoeve for Contract Preparation anticipating award of contract on 5/14

- **Financial Disclosure Forms – Local Government Officers**
  - Filing instructions released 4/19
    - Mirella will email instructions
- **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.
- **PRPD – HGACBuy.org**
  - Cooperative pricing for Emergency Equipment
  - Chief Mauro, Deputy Chief Diedtrich and I have been working on getting the required information to participate in the cooperative – National Coop based in Texas
  - Possibility for substantial savings on pumper
    - Number of NJ towns participate
  - We are also discussing the potential auction value of current pumper and timing
- **Tax Exempt – BCUA**
  - Councilman Bosi requested the attached information be distributed
    - Mayor and Council discussion on charging the tax exempt organizations for their sewer usage
  - J. Ten Hoeve to check why the nursing home is on the Tier II (exempt) list
  - Council agrees that they do not want to charge the other exempt users
- **Fence at Sulak Fields**
  - Proposals received for fencing at Sulak
    - 4' Chain link - \$2,900
    - 4' post & rail with galvanized chain link and black ties - \$3,980
    - 4' post & rail with black ties and black vinyl coated mesh - \$5,280
  - Mayor and Council agree to Black vinyl coated chain link on black posts
  - Second proposal requested for Cedar post and rail with black vinyl cloth
- **2013 Road Program – possible additions**
  - 18 King Road
    - Part of 2012 road program – water is jumping new concrete curb
      - DPW built up curb with asphalt – homeowner is not happy and wants the 20' of concrete curb replaced – Eve reviewed with Pete on 4/18
  - 89 Rivervale Road
    - Eve and Pete inspected on 4/18 – email attached
- **2012 Annual Recycling Tonnage Grant Application**
  - P. Wayne Memo attached
    - Approximately a 35% increase in what was reported for 2011

- **Lerch, Vicni & Higgins, LLP**
  - Review of the Borough's Financial Statements for LOSAP – 2012
    - \$2,100.00
- **Summary Review and Analysis of SHBP Financials as of 6/30/2012**
  - Information is provided as an FYI.
- **Interactive Map on Borough website**
  - Proposal has been received from Civil Solutions for \$1,400 and included in the 2013 Budget
    - Recommendation that it be discussed with Technology Committee on 4/24
    - If the Borough wishes to move forward and meeting will need to be scheduled with Civil Solutions to provide specific direction
- **MEL & MRHIF Educational Seminar – April 12, 2013 – East Windsor**
  - C. Ennis and I attended the full day seminar
  - Recommendation to have Dave Vozza attend Mayor and Council meeting in the future to discuss The Patient Protection and Affordable Care Act

**Work Session adjourned at 10:50 p.m.**

Respectfully submitted,



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