

MAYOR AND COUNCIL MEETING
WORK SESSION
May 14, 2013
9:12 P.M.

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

Absent: None

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.

2011 Bergen County Community Development Grant Application

- All concerns have been corrected
- Resolution to be adopted 5/14 authorizing release of final payment.

Wildlife Interaction Plan, Brigitte Bogart, Planner

- The Green team members are James McDermott and Barbara Coleman.
 - Grant received for Wildlife interaction Plan resolution needed for 5/28 Agenda endorsing plan.
 - Sustainable Jersey has approximately \$200,000 in grants to distribute to certified towns.
 - Discussion on abundance of geese at pond \$10,000 grant received
 - Brigitte reviewed 1st Steps that are time sensitive.
- Brigitte Bogart – Barbara has received a lot of plants for free. We are ahead of the plan Brigitte reviewed plan with those present Brigitte Bogart most of the landscaping based on birdscaping report.
 - Council discussion on who will maintain James McDermott stated part of community outreach will be maintenance.
 - Council discussion plantings are low/no maintenance.
 - Signage to be included
 - Section A, B, & C- planting scheme continues to north.
 - Grant will cover Section A. Section F originally centennial Grove shade tree trimmed those that were good, removed those trees that were not salvageable.
 - Brigitte Bogart Green team had discussed “crowd Sourcing community monitoring with smart phones. Brigitte will check for sample resolutions.
- Mayor Maguire Green Team received Clean Water Award through the State \$300.00 every clean up through the county.

- Resolution to be on 5/28 Agenda presented to Planning Board also. Landscape Architect will be there day of planting.
- COAH- resolution for 5/28 see Bridgette's email
- Mayor Maguire to work with Bob Ludwig on COAH letter.

- CFO report distributed data thru April reviewed data.

- Tax Bills typically go out end of July, new line payments not due until later in August. Past 2 years cash flow in August has been tight. Option is to do estimated tax bills or tax anticipation notes. Estimated tax bills cost \$3,000. Tax Anticipation notes are not a real option.
- Colleen Ennis advised that the county can never tell us when the bills will go out.
- Mayor Maguire to reach out to Joe Bruno and ask if we can pay ½ of July's in July and other ½ in August. August payment in September.
- Colleen Ennis at Utility Board Meeting 4 employees who did not use vacation time in a timely manner. Reviewed Utility Board ok with a onetime allowance to extend the time to use.
- Colleen Ennis if we are going to do estimate tax bills Resolution will be needed.
- Colleen Ennis to advise sooner rather than later.

- **Scott Galdi** Agreed with the recommendation to reduce speed on Park Avenue to 25 mph. Keith Misciagna to discuss with Chief.
 - Kelley O'Donnell to ask Eve about changing bump out @ Effron Bldg.

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 28th
 - 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 litigation 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

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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 Brigitte 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 flush meters at Sulak 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 15th
- **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
 - Brigitte Bogart and Emergency Management meeting Friday 5/17.
- **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
 - Meeting scheduled for 4/19 with committee
 - Perry Petrillo available for presentation to Mayor and Council on 4/23
 - Perry Petrillo to present conceptual plan on 4/23
 - Presentation to be made to Board of Public Works

- **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
 - Waiting for cost estimate on ramps and confirmation of scheduling. Waiting for comments from Sgt. Mauro.

- **Bus Shelter Agreement**
 - Email received from Tom Casey – waiting for County Executive to sign agreements
 - Agreements have been signed and forwarded to Attorney General
 - Fully executed agreement received on April 29th
 - Demolition of existing shelter will be coordinated with Peter Wayne when new shelter is available for installation.

- **FY 2013 – NJDOT – Municipal Aid Grant**
 - Notice of award of \$150,000 for Ridge Avenue received
 - Eve Mancuso reached out to NJDOT to use funds for portion of Ridge Avenue included in this year's road program
 - Requested documentation forwarded to NJDOT

- **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
- Resolution included on tonight's agenda awarding contract to Marini Brothers Construction Co.
- **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 Diedrich 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
 - Resolution included on tonight's agenda authorizing participation in cooperative purchasing program.
- **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
 - Anchor Fence will install last week May/first week June.
 - Emerson could not install until later in June.
 - Voucher has been issued to Anchor and installation scheduled asap.
- **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
 - Confirmation needed from NJDOT that \$150,000 will be received to cover Ridge Avenue and then these 2 can be added as change orders.
- **Kelly Act-Bears Nest**
 - As per the terms of the agreement with the Bears Nest Condo Assoc. the reimbursement due for 2012-2013 is \$10,450
 - Leaf removal- 2012- \$2,500
 - Snow removal and salting
 - 7 events with snow falls over 3” = \$5,600
 - 14 events for salting= \$2,100
 - Statistics are based off of the records provided by Peter Wayne for the services provided to the Borough residents.
 - Authorize Resolution to be included on 5/28 Agenda. CFO has certified the funds are available.

Colony Bathroom Locks

- Request was received for timer locks at Colony Bathrooms.
- Cost is approximately \$2,000
- Council discussion on timers and codes
- Bill needs to sit down with PRAA and set policy with Andy and Police should check bathrooms. Make sure doors are closed. Yes to locks.

Rushman Plaque

- Plaque and stone have been ordered

Clean Communities Grant

- FY2013 distribution \$16,566.51
- An increase of \$2,456.31 over FY2012
- Funds are used for street sweeping and Recycling newsletter
- Provided as an FYI

Employee Appreciation Barbecue

- Friday, June 14th- Pavillion
- Borough Offices will close at 12:00 Noon
- Awards received from Bergen JIF will fund the BBQ
- Invitations are in your mailboxes

Cash receipts- Pool

- Registration packets were mailed and information posted on the website.

Fire Prevention Bureau

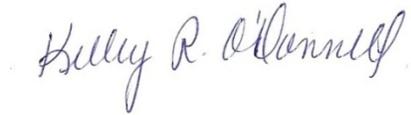
- Inspection Report- 1st Quarter

PRPD Comp Time Report and Odometer Reading

- Ask Angelo for Utility Format send to PD that's what Mayor and Council want.

Work Session adjourned at 10:41 p.m.

Respectfully submitted,



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