

MAYOR AND COUNCIL MEETING
WORK SESSION
May 28, 2013
7:45 P.M.

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

Absent: Councilmember Kilmartin

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

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

BOROUGH CLERK/ADMINISTRATOR REPORT

- **2012 Bergen County Community Development Grant Applications:**
 - Please see prior reports and minutes for history of project.
 - Inspection completed by J. Bruno on 5/23
 - Punch list of items to be completed prior to payment authorization
- **BCOSTF Grant Application: BC OST 2011 Funding Round:**
 - Please see prior reports and minutes for history of project.
 - E. Mancuso and B. Bogart working with Landscape Architect on plans
- **Police Consolidation Study**
 - Please see prior admin reports for history
 - Advisory Committee met 5/16
 - Final report to be available to the full Council by 6/1
 - Dates for Public Hearings to be scheduled end June
- **Police Accreditation Grant – CALEA**
 - Please see prior admin reports for history
 - Chief was following up with John Ten Hoeve on status of updated Rules and Regulations
 - John Ten Hoeve has recommended that the Rules & Regulations be forwarded to M. Ruderman for review.
 - John Ten Hoeve will review
- **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

1. Community Development
 - a. Discussed funding option with Michele Popkin
 - i. Would not qualify
 2. 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**
 - Please see prior admin reports for history
 - Perry Petrillo to present conceptual plan on 4/23 to Mayor and Council
 - Presentation to be made to Board of Public Works
 - Nancy scheduled for 6/5
- **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
 - 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
- **Downtown Parking and Striping**
 - Please see prior admin reports for history
 - Peter Wayne met with Tom Connolly of Bergen County DPW
 - Park Avenue is on the County's five year plan for resurfacing

1. If the Borough were to complete the ADA ramps
 - a. Reimbursable County Grant available, assistance with engineering costs and County cooperative vendor for concrete ramps
 2. 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 strip in 2013 at Borough's expense, County would replace the striping when the resurface
 - Stateline has confirmed the proposal for \$12,200
 - Comments from Sgt. Mauro were distributed
 - Sent to Planning Board
 - Waiting for cost estimate on ramps and confirmation of scheduling.
- **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
 1. Don't anticipate installation prior to Spring
 - 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 Grants**
 - NJ DOT screening committee met 1/30 and reviewed applications
 - They have now been sent to the State for funding
 - Could be a few weeks or a few months
 - Notice of award of \$150,000 for Ridge Avenue received
 - E. 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
 - Eve Mancuso revising scope of work resurfacing Ridge Avenue (Spring Valley to Second Street) and adding drainage on Ridge Avenue beginning at Pascack Road
 - **2013 Road Improvement Program – Professional Services**
 - Proposal received from Eve Mancuso dated 2/4
 - \$41,140 (7% of construction costs)
 1. 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
 - Eve Mancuso has begun working on specs.

- After adoption of Ordinance No. 2013-001 resolutions will be required authorizing receipt of bids and award of contract for engineering services
- Resolutions authorizing receipt of bids and award of engineering contract included on 3/26 agenda.
- Notice in The Record 4/16
- Bid Opening 5/2 at 11am
- Recommendation to John Ten Hoeve for contract preparation anticipating award of contract on 5/14
- PreCon meeting held 5/20
- Construction to begin by end of June
- Project to be complete by end of summer
- Eve Mancuso will be utilizing Smart Sheet software to track project

- **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
 - Filing instructions released Friday, April 19th
 - Mirella will email instructions to you
 - Mirella sent out a reminder email
 - Must be completed by May 31, 2013

- **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
 - Log in information is required
 - I have followed up with them and expect it by the end of the week

- **Fence at Sulak Fields**
 - Proposals received for fencing at Sulak – Anchor Fence
 - 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
 - Proposal received for 4’ black vinyl coated chain link with black coated posts
 - Anchor Fence Co - \$3,000
 - Emerson Fence - \$2,995
 - 1. 4’ post & rail with black ties and black vinyl coated mesh - \$5,160
 - 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.
- Check with Pete Wayne fence installation orange fence falling down.
- **2013 Road Program – possible additions**
 - 18 King Road
 - Part of 2012 road program – water is jumping new concrete curb
 1. 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
 - After bids are received, Mayor and Council can review and determine if the budget will permit the addition of these 2 locations.
 - These 2 locations will be added as change orders
- **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
- **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
 1. 7 events with snow falls over 3” = \$5,600
 2. 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
 - Resolution authorizing reimbursement on tonight’s agenda.
- **BCUA-Solid Waste cooperative**
 - Contract terminates 5/31/2013
 - Coop price of \$70.27/ton
 - BCUA went out to bid
 - ADS Transfer Station apparent low bidder
 1. Located in Totowa, NJ
 2. Rate is \$65.35/ton
 - Waste Management has objected to the award
 - Added costs to the Borough are associated with this award due to the additional travel time.
 - BCUA has been notified of the Borough’s intent to participate
 - Action Carting has been notified by Certified Return Receipt letter of the Borough’s intent to participate
 - Resolution authorizing agreement with BCUA on tonight’s agenda.
- **Cash Receipts – Pool**
 - Registration packets were mailed and information posted on the website

- Total received through 5/20/2013 - \$109,395
 - Same time frame in 2012 - \$47,210
 - Provided as an FYI
- **Resident Request to Donate Discarded Bikes to Boys & Girls Clubs of Newark**
 - Chad Spies has requested bikes dropped off at the Recycling Center be left to the side, separated from the Borough's scrap metal
 - Wishes to donate them to Boys & Girls Clubs of Newark
 - Bill Beattie & Pete Wayne are ok with this arrangement
 - Mayor & Council approve
- **Bears Nest Sales/Listings**
 - Bob Campora provided the attached information with regard to sales and current listings in the Bears Nest.
- **Exempt Employee Salaries – Classification & Compensation**
 - Ordinance setting salary ranges introduced 5/28
 - Scheduled for adoption on 6/11
 - Resolution will be required setting actual salaries for 2013
- **Grant Consultants**
 - At the 5/14 meeting I was asked to provide proposals for Grant Writing Services
 - 3 Proposals have been received
 1. Capital Alternatives
 2. Millennium Strategies LLC
 3. Bruno Associates
 - Mayor Maguire appoints R. Bosi, K. Misciagna and S. Corrado to subcommittee to review proposals and set up a meeting with the vendor(s).

Public Works Session adjourned to Public Hearing at 8:10 p.m.

Public Work Session Reconvened at 9:15 p.m.

BOROUGH ENGINEER REPORT - Eve Mancuso Brooker Engineering

PKR-0190 Electric Storage Shed Replacement-

- The project was awarded to the low bid, re-negotiated contract with Three Sons Restoration. Contracts have been executed, a pre-construction meeting was held on March 8, 2013. The project is under construction. The Utility department is performing the inspections and construction oversight.
- Steven Hopper asked if building Department performing inspections.

PKR- 0225 2013 Road Improvement Program-

- We have received bids. There were eleven bids returned. The contract has been awarded to the low bidder, Marini Brothers Construction Company Inc. in the amount of \$491,725 for the Base bid and \$172,432 for the Alternate Bid for a total of \$664,157.
- The County has agreed to participate in cost sharing for the drainage improvements on Sulak Lane in the amount of \$10,000. Sulak Lane work was part of the base bid.
 - Kelley O'Donnell to follow up with the County.

Approved June 11, 2013

- The NJDOT has agreed to accept a plan submission to accommodate this extra work and we are currently modifying the plans to reflect this. We will then proceed to submit it to the NJDOT.
 - NJDOT reviewing plans and specs. Must be approved approximately 230' of drainage to be included.
- The introduction of the NJDOT work requires we separate out those items specific to Ridge Avenue for processing and payment by the NJDOT.
- To work within the 20% guidelines for change orders we would consider this a change for the total cost of the awarded amount and not only the NJDOT part of the work.
 - Confirmation is needed from the Borough Attorney if this is the proper way to proceed.

PKR-031 RECREATIONAL FACILITY – MILL POND PHASE II

- The topographic survey is complete
- Preliminary walkthrough was held to scope out the proposed location of the path
- Landscape Architect working with Planner to prepare conceptual plan

Public Work Session Adjourned at 9:25 p.m.

Respectfully submitted,



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