

MAYOR AND COUNCIL MEETING
WORK SESSION
September 10, 2013
7:17 P.M.

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

Absent: Councilmember Kilmartin

Also Present: John Ten Hoeve, Borough Attorney
Kelley O'Donnell, Borough Clerk/Administrator
Mirella Hernandez Deputy Clerk/ Administrative Assistant

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

Honorary Street Naming Gandolfini Dedication

- Lori Fredric here on behalf of the Committee.
- Keith Misciagna read email from Bergen County
- Council discussion on street location and color of signs
- Keith Misciagna will speak to Di Bella family to reach out to Gandolfini sisters in Montvale and Westwood
- Council discussion on possible installation date
 - Homecoming weekend was discussed
- Signs to be ordered by Pete Wayne
 - 2 - Park Avenue and 2 - James Gandolfini Way

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

BOROUGH CLERK/ADMIN REPORT

- **CFO Report**
 - Budget reports at next meeting
 - 9/13 Payroll will reflect 2013 increases Mayor Maguire and George Mehm to sign letters of appreciation to go with stipends.
 - Susan Corrado working on RFP to consolidate banking.
 - C.Ennis and S. Corrado met with FEMA Representative to understand program newly implemented
 - Superstorm Sandy data loaded. Hurricane Irene and October Nor Eastern to be back loaded.
- **Golden Agers**
 - C. Ennis payment made of \$6,000/ annually. Borough ordered sound System which came out of \$6,000 Terry Maguire to meet with Golden Agers treasurer.
- Complaint from a resident about how they were being treated. C. Ennis has tried to reach out to the individual has not been able to reach them.

- **BOROUGH ADMINISTRATOR / CLERK REPORT**
 - **BCOSTF Grant Application: BC OST 2011 Funding Round:**
 - Please see prior admin reports for history
 - E. Mancuso has completed Topo Survey
 - Preliminary walk through with Landscape Architect has taken place to lay out walking path and parking areas
 - B. Bogart working with Landscape Architect on conceptual plan
 - Notice has been received from R. Abbatomarco that the current contract expires 11/2
 - Extension will have to be requested
 - **Police Consolidation Study**
 - Please see prior admin reports for history
 - Advisory Committee meeting scheduled for 5/16
 - Final report distributed 6/2
 - Report will be released to press on 6/12
 - Date to be set for Public Hearing
 - Comment received from George Heller
 - Public hearing scheduled for 7/25 in Park Ridge
 - Montvale has advised they will not be holding a Public Hearing
 - Elks Lodge has been confirmed for 7/25 at 6pm
 - Notice in The Record 7/17
 - Press Releases in The Pascack Press and Community Life
 - Invitation email sent to Police Consolidation Advisory Committee and Bergen County Prosecutor Molinelli and Assistant Prosecutor Puccio.
 - Public Hearing held on 7/25
 - BCPO has requested refund of \$23,000, and has stated no additional funds to be paid
 - As lead agency we still owe Matrix Consulting for \$22,384, authorized by resolution on June 25th but payment was held
 - Montvale's response to BCPO dated 8/19 and distributed to all
 - John Ten Hoeve prepared a draft resolution for review by Mayor and Council
 - **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.
 - Amended Rules & Regulations forwarded to J. Ten Hoeve on 3/19
 - J. Ten Hoeve requested "old" rules and regulation for comparison
 - Forwarded on 3/19 also
 - J. Ten Hoeve requested K. O'Donnell distribute to Mayor and Council for review on 3/28
 - Chief was following up with J. Ten Hoeve on status of updated Rules and Regulations
 - J. Ten Hoeve has recommended that the Rules & Regulations be forwarded to M. Ruderman for review
 - J. Ten Hoeve to review Rules & Regulations

- J. Ten Hoeve working with Chief Madden
 - Rules and Regulations have been reviewed by J. Ten Hoeve and he has found them to be acceptable
 - Mayor and Council resolution required accepting me.
 - Resolution on September 10th Agenda.
- **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
 - None at this time.
- **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
 - Met with Perry Petrillo on Friday 1/25
 - Measurements of Borough Hall taken week of 1/28
 - Meeting scheduled with Perry Petrillo on 2/15 at 8:30
 - Preliminary plans reviewed
 - Follow up meetings have taken place
 - Final plans to be reviewed by committee on 3/15
 - 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 made to Board of Public Works on 6/5
- Perry Petrillo met with Bill Beattie on 6/21 to review mechanical operations in Borough Hall
 - Waiting for a proposal for preparation of plans and specifications and construction cost estimate
- Meeting to review proposal and plans and specs requested
- If proposal is acceptable, resolution will be required authorizing Perry Petrillo to proceed.
- Mayor Maguire to meet with Perry Petrillo
 - Construction cost estimated at \$800,000
 - Professional cost for plans, specs and oversight estimated at \$60,000
 - Mayor Maguire asked Perry Petrillo to sharpen his pencil and breakdown costs.
- **BC OSTF 2012 Funding Round**
 - **Sulak Recreation Area**
 - Application withdrawn
 - **Will resubmit 2013**
- **BC OSTF 2013 Funding Round**
 - Applications are due by 8/29
 - Endorsing Resolution will be required for grant application
 - Should be submitted with grant application
 - Emailed B. Bogart for endorsing resolution. Reviewed timetable and meeting schedule with her.
 - B. Bogart has advised that she will have grant application and endorsing resolution for 7/23 meeting
 - Brigitte Bogart to send resolution on Monday 7/24
 - Display ad placed in the August 9th edition of The Ridgewood News
 - Public Hearing on Application to take place at beginning of 8/20 Mayor and Council meeting – Brigitte Bogart to present
 - Endorsing Resolution included on 8/20 consent Agenda
 - Application submitted on 8/29
- **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
 - Comments from Sgt. Mauro reviewed by Mayor & Council
 - Submitted to Planning Board for comment
 - Stateline has confirmed the proposal for \$12,200
 - B. Bogart advised that the Planning Board Chairman wished to discuss at the next work session meeting.
 - B. Bogart sent her comments to A. Sylvester for discussion at the Planning Board Work Session
 - E. Mancuso to reach out to County on removal of curb bump out at 70-72 Park Avenue
 - ADA Ramp will have to be redesigned
 - Cost estimate to be included with other ramps
 - Engineering cost estimate received – dated August 8th
 - I have checked with PRPD and Statewide to determine if either party would require traffic safety officers
 - Both parties declined
 - Striping would be done in the evening hours
 - Resolution on 9/10 Agenda authorizing Statewide to perform striping of downtown as per plan submitted by Brigette Bogart and comments received from PRPD.
 - Pete Wayne has contacted Statewide for schedule – no response yet
- **ADA Ramps – Park Avenue – Pascack Road to Kinderkamack Road**
 - Eve Mancuso reached out to County on removal of curb bump out at 70-72 Park Avenue
 - ADA ramp will have to be redesigned
 - Cost estimate to be included with other ramps
 - Engineering cost estimate received, dated August 8th
 - E. Mancuso, P. Wayne and myself met on 8/27 to review ramps on Park Avenue
 - We will need to coordinate with NJ Transit for improvements on their property
 - There are a few commercial locations where the sidewalks and driveway ramps are in need of repair/improvements
 - Statute places the responsibility on the property owner
 - There are curb cuts that do not match up with a crosswalk and crosswalks that do not match up with the ramps

- These areas will be corrected to the most logical and safest for pedestrians
- E. Mancuso to prepare preliminary plans for locations discussed for submissions to County and contractor
- E. Mancuso to reach out to contractor for scheduling
 - Based on the information provided by Jaison Alex, Bergen County
 - Construction will most likely be Spring 2014
- E. Mancuso does not recommend concrete work beyond November
 - Insufficient time for curing before introduction of street salt
- **Bus Shelter Agreement – Pascack Road**
 - Shelter was supposed to be installed week of 9/2
- **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
 - E. Mancuso revised scope of work for Ridge Avenue (resurfacing Spring Valley to Second Street) and adding drainage on Ridge Avenue (Pascack Road to Sixth Street)
 - Mike Daniele from Marini advised on July 11th to hold off on any fire hydrant relocation work on Ridge. He felt he could make it work
- **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
 - Revised proposal received for engineering fees with the inclusion of Mapleleaf as alternate
 - \$61,178
 - E. 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 J. 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
 - E. Mancuso will be utilizing Smart Sheet software to track project

- Schedule expected from Contractor week of 6/10
 - Work will begin on Mapleleaf Drive.
- Letters sent to residents, mobilizing of equipment began 6/24
- Governing Body has access to Smartsheet and can track status of project
- Change Order #3 submitted by Marini Brothers - \$7,200
 - Relocation of 2 - 4" gas lines on Sulak Lane
 - Concrete pipe thicker than corrugated steel
 - Mayor and Council approve
- Additional Change Order will be forthcoming
 - Tractor Trailer took down TV & Phone lines as well as 3 poles corner of Mapleleaf and Spring Valley (9/5)
 - Council requests separate invoice from contractor for this work so that it can be included in insurance claim
- Scope of milling and Paving on Ridge Avenue has been cut back due to County's requirement that the ADA ramps on Spring Valley & Ridge be updated
 - Not included in their program as Ridge Avenue is not a county road
- Councilman Bosi has prepared an updated spreadsheet with information available to date
- Complaints received from Mapleleaf Drive residents and Mayor Cornell
 - E. Mancuso met with contractor on site Thursday 9/5 am
- Complaints received from Wampum Road
 - Road was closed – Borough was advised that one lane would be open at all times
 - Residents bushes were cut back without approval or prior knowledge
 - Will discuss with E. Mancuso contractor's obligations
- Mayor and Council agree unanimously to add Turret Street
- **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
 - 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
 - Cost estimate for North Second Street, Second Street, Ruth Place and Circle Drive received
 - Cost estimate received for Turret Street
 - 27 Glendale & Glen Road – Deterioration of railing and deck
 - E. Mancuso will investigate further
- **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.
- **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
 - Bill Beattie and I met Steve Eckhardt – Civil Solutions on Tuesday 7/9 to review the account and users
 - We are not recommending moving forward with the interactive street map on the web site
 - **There may be other features that they can offer**
- **NJDOT FY 2014 State Aid Program**
 - Applications to be discussed with E. Mancuso
 - Continuation of Ridge Avenue & resubmittal of N. Fifth Street possibly
 - Proposal needed from E. Mancuso to prepare grant application and submit on behalf of the Borough as has been done in the past
 - Grant endorsing resolution to be included on 9/10 agenda. Resolution authorizing E. Mancuso to submit on behalf of the Borough to be included on 9/10 agenda.
- **Rivervale request for continued use of Fuel Depot for DPW employees working in Montvale**
 - Request received from Rivervale Administrator
 - B. Beattie has no concerns provided usage is not increased
 - Montvale DPW keys would have to be reissued and billed to Rivervale
 - Fuel Depot agreement has been located
 - Mayor and Council would need to approve by resolution and an agreement with Rivervale would have to be prepared by J. Ten Hoeve.
- **Street Flags**
 - P. Wayne and I met with J. Bruno
 - Usually set up for Memorial Day, Flag Day, July 4th, Labor Day, Homecoming Weekend, Election Day, Veteran's Day,
 - Difficult to schedule with Scouts
 - 100 flags are needed for Kinderkamack and Park Avenue corridors
 - Approximately 40 on Park Avenue and 50 on Kinderkamack
 - P. Wayne and J. Bruno to meet to walk the locations and move the holes and tubes back away from the curb
 - Discussion on mounting the flags in front of Borough Hall on the columns
 - Brackets to be considered for bridge so as not to impede pedestrians on walkway

- 3 x 5 flags with metal poles are approximately \$65/each
- J. Bruno and P. Wayne reviewed locations on Park Avenue and Kinderkamack Road on Monday 8/12
- Proposal received from Gates dated 8/13/13
 - Fiberglass poles are not recommended, they snap too easily
- Discussed with P. Wayne the set up and removal of flags for holidays
 - Would prefer to not have to rely on outside volunteers
 - Flags are up too long and get damaged
- Recommendation to order 50 flags this year with flags for Borough Hall columns and bridge. Include the balance of 50 in the 2014 budget.
 - Mayor and Council agree to order 50 this year and budget 50 next year.
 - Next dates for flags – 10/26 and 11/11
- **James Gandolfini –**
 - Council President Misciagna and I met with Lori Frederics on 7/18
 - Updated petition with signatures provided
 - Samples of honorary street signs provided
 - Maroon & white possible colors
 - Discussion on utilizing QPolling through the website to see if the residents would be supportive of an honorary street naming
 - Council President Misciagna to discuss further with Mayor and Council
 - Council President Misciagna met with Lori and spoke to her and her group.
 - Looking to put up a sign maybe by the Diner, would like to have Mr. Gandolfini's sisters present when sign goes up.
 - Council President Misciagna to speak on Monday meeting to BOE to see if maybe they would like to do a sign in memory of Mr. Gandolfini in the theatre room?
 - Council President Misciagna stated he is hoping for honorary sign by major Intersection. Mayor and Council need to decide if they want to do anything. One sister lives in Montvale one in Westwood.
 - Council President Misciagna in favor of doing something in honor of James Gandolfini.
 - Lori Fredrics going to Board of Ed meeting on Monday.
 - All agree the theater at PRHS best location.
 - Suggestion can be made. All present in favor.
 - Pete Wayne estimates the cost to be \$200
- **Postage Machine and folder/inserter**
 - Included with the 2013 budget
 - Folder inserter paid 100% from Utilities
 - Postage machine to be split
 - Utility use is higher than Borough
 - Proposals received from NeoPost and Pitney Bowes
 - C. Ennis and I met with both
 - Both on State Contract
 - Recommending NeoPost
 - State Contract pricing expires 9/30/2013.

- Councilman Bosi to check with Utility Board and get back to us.
 - C. Ennis and Councilman Bosi discussed with Utility Board on 9/4
 - Recommend purchase over lease
 - Utilities will pay 100% of folder/insertor
 - Utilities will pay 70% of postage meter
 - All present agree to voucher being issued and resolution on 9/24 agneda
- **Capturepoint.com – Community Pass**
 - Presentation given to Technology Committee on 8/7
 - Program used by many towns for Recreation registration and payment
 - Proposal dated 8/8 attached
 - Councilman Galdi to discuss further. This item was not included in the 2013 budget.
- **Dry Cleaners Application**
 - Letter received from J. D’Anton requesting attendance at presentation with environmental engineer at September work session
 - Applicant will be looking to locate business outside of Park Ridge
- **PRPD**
 - August Comp Time Report attached
- **M. Ruderman – Invoice for Professional Services**
 - Email response to M. Ruderman
- **FEMA Reimbursements – Update**
 - S. Corrado is working with BCOEM to check on the status of our reimbursements
 - Email received on Electric restoration project worksheet
- **Affordable Care Act – Notification to all employees**
 - Attached letter was included with the 8/30 payroll and satisfies the Borough’s obligation on the Affordable Care Act
 - I spoke with a few of the shop stewards whose employees had questions
 - There is an optional third sheet which we did not provide because it is confusing
 - Under Chapt. 78 we have various levels of contribution, based on income and coverage
 - All of the contribution levels fall within the affordable percentage of income
 - Level of coverage exceeds the minimum required by law
- **William D. Diedtrich Award**
 - Please see attached memo
 - 2012 – 1st recipient – Josephine Higgins
- **Change of Work Hours – Elena Rega**

Approved October 8, 2013

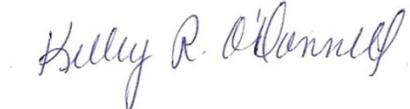
- In order to care for her mother Elena Rega has requested that her hours be temporarily changed to 8:30 – 3:30
 - She will use her lunch hour at the end of the day
- 8/28 Email attached

- **Parking Problems – Park Avenue**
 - Tenant at 70-72 Park Avenue is using the lot at 62 Park Avenue
 - I have discussed with Lt. Errico and Chief Madden
 - Valley Health has purchased commuter parking decals for the Hawthorne/Madison lot
 - PRPD has advised that they will enforce and were going to contact Valley Health group on Friday, 9/6

- **Best Practices Checklist – LFN 2013-20**
 - C. Ennis to discuss with Mayor and Council
 - C. Ennis and K. O'Donnell to complete
 - Inventory is due by 10/15
 - The completed form must be an agenda item for discussion at a Mayor and Council meeting

Work Session adjourned to Closed Session at 9:45 p.m.

Respectfully submitted,



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