

**MAYOR AND COUNCIL MEETING**  
**WORK SESSION**  
**October 8, 2013**  
**8:50 P.M.**

Present: Councilmembers; Galdi, Bosi, Hopper, 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.**

**Chief Madden** – Present and distributed updated plan

- License Plate Reader- Moved to 2015
  - One received from BCPO at no charge to use as trial for 1 year.
- \$4,400 should be moved to operating budget
- E-ticketing removed –Do not want to pursue not cost effective
- Tasers moved to 2015 –would like to see them used by others for a year
- Distributes a revised 5 year capital plan – supporting documentation provided
- 2014- Adding replacement of Fingerprinting System
- BCPO recommending Palm Prints Digitized System
- Chief discussed additions in 2016-Body camera & weapons replacement
  
- Council discussion on car radio replacement
- Council discussion on “Lock Outs”
  - stolen Fort Lee Car.
- Discussion -2014 would replace 1 vehicle in fleet
- Discussion Westwood PD happy with Ford Taurus Vehicles – they did not like the Chargers
- Mayor Maguire- we are watching overtime and balancing it against a new hire.
  - Chief Madden stated a new officer will bring the department to full staffing-
    - Cannot say if it will reduce overtime.
- Chief Madden feels an 18<sup>th</sup> man is necessary for public safety and will help with overtime
  - A 19<sup>th</sup> man may help reduce overtime
  
- Two surroundings towns have fewer calls and larger staff.
- Currently have two officers out on medical leave
  - Chief Madden advised that with a staff of 18 he would be willing to try Pittman Schedule

- Councilman Galdi does not feel we can try a Pittman Schedule without 18 Officers
- Chief madden would like to have officer road ready when retirements occur.
- Mayor Maguire asks Chief to prepare a budget with new officer and assuming two retirees
  - Council President Misciagna stated that everything we have heard shows that the Pittman Schedule reduces overtime
    - he asks the Chief to prepare a presentation
- Council discussion that new academy class begins 1/26/14
- Councilman Bosi many on Council agree we need an 18<sup>th</sup> man.
  - Discussion on rehire lists
  - Council discussion on list of eligible's from Civil Service Commission
- Chief will forward information to Council President Misciagna on hiring another officer 10/9
- Council discussion on Pistol Range Improvements – Proposal received for interior renovations - \$75,000
  - \$15,000/town over 3 years 2014/2015/2016 or 5 years
  - Chief & K. O'Donnell to work on letters to other towns

**Chief Madden left meeting at 7:50PM.**

**Open Work Session adjourned to Closed Session**

**Open Work Session reconvened at 8:45 PM**

**Fuel Depot –**

Council asks if comparative costs have been checked  
Fuel currently purchased through County Cooperative

**BCUA – User Fees – Sewer**

Council discussion on charging tax exempt users for their sewer usage

All present agree to keep as is – tax exempt are not billed

Council requests follow up on Health Care Facility – Noyes Drive

J. Ten Hoeve sent a letter in 2012 requesting they be removed from the list of tax exempt users

### **CFO REPORT**

- **Governor's Checklist**

- 50 questions reviewed by Colleen Ennis and Kelley O'Donnell reviewed checklist
- Answered Yes to 44 of 50 questions needs to be discussed in Public meeting
- Mayor and Council agree that it is ok to submit electronically

- **Property Tax Card**

- Only one town in the State doing it- Marlboro
- C. Ennis spoke with Marlboro Tax Collector minimal work in her office
  - Referred calls to vendor
- Marlboro 14,000 tax lines Park Ridge 10,000 approximately
  - Approximately 1100 participated
    - Only 5 Participants earned over \$100.00 in tax credit
- C. Ennis spoke with vendor – Large chains not utilizing
  - Vendors choose what percentage they want to give back
  - Vendor advised that we need at least 15 business to participate
  - Council discussion on bringing it to a Chamber Meeting

- C. Ennis advised that it is a 3-6 month start up
- Mayor Maguire suggested a joint meeting with Chamber in January
  - Councilman Hopper to discuss with Chamber
- **Budget Reports distributed**
  - UCC –down from last year
  - Hotel Tax- doing very well
  - Court- Last 2 months have picked up.
  - C. Ennis feels we are on target to rebuild surplus
- **Budget-**
  - Building and Grounds at 95% of budget
  - Trees \$10,000- 13,000 over budget
  - Police overtime @ 65% of budget
    - This is good considering 2 officers are out on medical
- November 26<sup>th</sup> Meeting
  - E. Mancuso and P. Wayne
  - Planning meeting for 2014 Road Program
- **5 Year Capital Plan**
  - Councilman Galdi- Fire Department reviewed requests
- Councilman Bosi - Building and Grounds
  - Move roof to 2014 –DPW Garage
  - Council discussion on Roof at Pavillion – Moss On exterior & Mold inside
    - K. O'Donnell will discuss with P. Wayne
  - Councilman Bosi feels we will be able to fully fund without any added debt.
  - C. Ennis met with Jeff Bliss today.
    - They will be cleaning up old balances.

#### **BOROUGH CLERK/ADMINISTRATOR 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 contract expires 11/2
    - Extension will have to be requested
  - Brigitte submitted timeline to R. Abbatomarco requesting extension
  - Partial plan submitted to Bill Beattie for review
    - Two poles need to be relocated
- **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 25<sup>th</sup> but payment was held
  - Montvale's response to BCPO dated 8/19
    - Copy attached
  - DRAFT resolution prepared by J. Ten Hoeve
  - Mayor Maguire to provide update on discussions with Mayor Goldsmith and Mayor Fyfe
  - Mayor and Council to advise how they wish to proceed.
- **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
    - Resolution included on September 10<sup>th</sup> Consent Agenda accepting.
  - **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**
  - 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
  - Mayor Maguire met with Perry Petrillo and requested a revised proposal
  - If proposal is acceptable, resolution will be required authorizing Perry Petrillo to proceed.
  - **Council discussion on high density file cabinets**
    - **Council recommends updated proposal as well as costs associated with take down and re-installing after renovations**
- **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 9<sup>th</sup> 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 – Sulak Recreation Area
- **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.
    - Loss of service for 2 days week of 9/9
      - Horizon stated that it was a Verizon issue
    - Angelo Dell'Armo reviewing options as a temporary fix until a determination is made on the Borough Hall improvements
  - **BC CDBG Funding year 2013**
    - Agreement executed authorizing \$3,247
  - **BC CDBG Funding Year 2014 – Senior Activities**
    - Application received electronically
    - I will attend Golden Agers meeting to discuss the need for household income data to satisfy HUD requirements
    - Applications are due 12/6
    - Endorsing resolution will be required.
  - **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
- 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 included on 9/10 Agenda authorizing Statewide to perform striping of downtown as per plan submitted by Brigette Bogart and comments received from PRPD.
- P. Wayne contacted to schedule – no date yet
- Striping will be done on Friday night 9/27
- Striping complete
- Invoice received for \$5,120
- Original proposal included Commuter lot and lots on commercial property
- If funds are not required to be transferred in December, recommendation to encumber this money for the projected downtown improvements, sidewalks, replacement of pavers with stamped concrete and tree grates.
  
- **Downtown Parking and Commuter Lots**
  - I have received a handful of complaints from the businesses utilizing the Hawthorne/Madison lot that there is insufficient parking the past month or so
  - I have been working with the police department to determine number of spots available
  - The Hawthorne/Madison lot has a total of 100 spots
    - 2 Handicap and 98 regular
  - The Perryland lot only has 8 spots available for commuters
    - Balance is for the tenants of the apartments
  - Prior to Valley Health coming in the Perryland Lot was empty and there were 10-12 spots available in the Hawthorne/Madison Lot
  - We have issued parking passes which equate to potentially 186 vehicles
    - Vozza Building – 7
    - P & A – 5
    - Cyclesport – 6
    - Manias – 7 (they use the lot by Davies field)
    - Valley Health – 30
  - P & A and Cyclesport purchase parking decals for their businesses and the tenants who have no off street parking
  - We will not be issuing any additional parking permits and will have to reconsider for next year.
  - We have turned away a number of parking permit requests in the past 2 weeks.
  
- **ADA Ramps – Park Avenue – Pascack Rd. to Kinderkamack Rd.**
  - 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 8<sup>th</sup>

- 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 each out to contractor for scheduling
  - Based on the information provided by Jaison Alex, Bergen County it will most likely be Spring 2014
- E. Mancuso does not recommend concrete work beyond November
  - Insufficient time for curing before introduction of street salt
- **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 11<sup>th</sup> to hold off on any fire hydrant relocation work on Ridge. He felt he could make it work
  - Core testing completed this week
  - NJDOT payment #2 included on 10/8 consent agenda
- **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
- 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)
- 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 approved Change Order #3 at 9/10 meeting
- Mayor and Council authorized addition of Turret Street
- Vouchers #5 and #6 included on 10/8 Consent Agenda
- Punch list of outstanding items to be completed by 10/15.
  - 15 Wampum Road – bushes at curb line
  - L reached out to the Carrolls and asked if they had made a determination how they wishes to proceed
    - I advised them that the contractor will be finished in Park Ridge by 10/15
- Extra Work for Repairs on Mapleleaf – Voucher #7
  - Total of \$4,900
  - Nancy has included in claim
  - Council approves
- **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 are meeting with 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
  - Resolution included on 9/10 Agenda authorizing E. Mancuso to prepare and submit on behalf of the Borough.
  - NJ DOT sent an email 9/24 requesting adoption of their SAGE resolution
  - SAGE Resolutions adopted 9/24 and forwarded to NJDOT
- **Rivervale request for continued use of Montvale DPW**
  - Request received from River Vale 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
  - While I was out, B. Beattie discussed with Rivervale Administrator
    - Rivervale does not want an agreement similar to what is currently in place for Montvale and Woodcliff Lake
    - I left a voicemail message for Montvale Administrator yesterday
  - B. Beattie recommendation that we continue with process in place and Montvale can forward to Rivervale the breakout for DPW
    - If additional keys are required we can provide at \$5/each
  - Spoke with Gennaro, River Vale Administrator and Maureen, Montvale Administrator
    - Montvale and River Vale have agreed to have Pascack Valley (DPW) billing forwarded to Montvale with Police and Fire
      - Montvale will forward to River Vale
    - Additional costs for keys and/or reprogramming of keys is acceptable
  - Montvale Borough Attorney drafting Agreement which will be forwarded by Monday, October 7<sup>th</sup>
  - To be discussed on 10/8 after agreement received
  - John Ten Hoeve will need to review
  - Council requests Fuel depot agreement be resent to J. Ten Hoeve

- J. Ten Hoeve to prepare an agreement for River Vale including capital costs

- **Tri Boro Senior Van**

- Montvale will no longer have a mechanic on staff
- Park Ridge does not have the space to store the senior van at Sulak
- Our mechanic has the added responsibility of servicing utility vehicles and as a means of saving money has taken on more of the service and repairs of PD & FD vehicles
- Park Ridge at one time had 2 mechanics
- Montvale has sufficient space to store the vehicle
- Woodcliff lake has a mechanic
- Montvale was going to reach out to Woodcliff Lake to discuss their mechanic servicing the Sr. van and splitting the costs as has been done in the past with Montvale
- Waiting to hear back from Woodcliff Lake

- 1. **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
- Reached out to the County requesting permission to install on their traffic signal stanchion
  - P. Wayne estimates the cost to be \$200
- Signs have been received
  - One is in my office
  - Afternoon of 10/27 possible date of dedication
    - All agree
    - Mayor can read proclamation

- 2. **Postage Machine and folder/insertter**

- Included with the 2013 budget
  - Folder insertter 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
- C. Ennis and Councilman Bosi discussed with Utility Board on 9/4
  - Recommend purchase over lease
  - Utilities will pay 100% of folder/insertter
  - Utilities will pay 70% of postage meter
- Equipment received
  - Scheduled to be installed week of 10/7
- Old equipment will be included in Gov Deals Auction later in the year

- **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.
  
- **William D. Diedtrich Award**
  - Please see attached memo
  - 2012 – 1<sup>st</sup> recipient – Josephine Higgins
  - To be discussed at a future meeting.
  
- **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
  
- **Downtown Improvements**
  - Committee met on 9/18 at 8am
  - Jim Hespe provided a recommended tree species and also recommended replacing fewer trees than will be removed – maximum of 6 trees
  - R. Bosi discussed with Utility Board and they have agreed to pay the cost of the tree removal – estimated at \$4,000
  - Cost to replace trees is approx. \$600
  - Recommendation by Planner and Shade Tree to install tree grates around trees
    - P. Wayne soliciting proposals for tree grates
  - Cost estimate for concrete sidewalk and stamped concrete to replace pavers approx.. \$12/sq. ft.
  - Portion of project to be encumbered in 2013 for early spring 2014 construction
  - Balance of funds from Downtown striping may be available December 2013 to include in this project
  
- **Application for Filming Received**
  - They state that they are an independently financed short film project
  - Basic Permit fee is \$75.00
  - Daily fee is \$500 or \$1,500 for major motion picture
  - They will be filming in the cemetery on Pascack Road for 4 days, 3-5 hrs per day
  - Crew of approximately 15-20, cast and equipment
  - They will be arranging public safety with the PD
  - Asking for a reduction on the fees
  - I have asked for a film budget
  - Mayor and Council recommend no fee reduction
  
- **Official Towers List 2014-2016**
  - I will be advertising that the Borough is accepting applications to provide towing services

- Applications are forwarded to Police Department for review and recommendation to Mayor and Council
- **Zoning Board Applications**
  - Correspondence received from Andrew S. Kohut, Esq. and Robert J. Mancinelli, Esq.
  - Provided as an FYI
- **Liquor License Transfers**
  - We have two licenses in the transfer process
  - Pocket license – former Café 99 to Mike DiBella
  - Brand Bar License – transferring to client of Morton Covitz, Esq.
  - Both transfers are still awaiting background check clearances
  - Brand Bar licenses has an added restriction on it that I will be sharing with Police and Autumn
    - Floor plan cannot be changed as per the Office of the Attorney General
  - I have heard that he intends to take over the space next door and change the layout
- **Police Department Copier Lease expires December 31, 2013**
  - Will be working with Mirella and Fran to determine needs
  - Ricoh is State Contract
    - We will be meeting with them
  - Hopefully cost will remain static or reduced
- **Golden Agers Club**
  - Requested an increase over their annual Borough Contribution of \$6,000
  - BC CDBG funds have been cut approx. 20% past few years
  - To be considered with 2014 budget
  - Mayor Maguire will reach out to treasurer
    - They are asking for an additional \$1,500

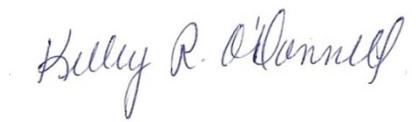
### 3. **IWorq**

- Karen, Colleen and I met with Angelo Dell'Armo on 10/3
- Karen will be adding DPW related requests to IWorq
- Log ins set up for Karen and I are not working
- Angelo working with IWorq to resolve issue
- Phone calls received by others will be given to Karen at this time to enter
- Elena and Mirella will be the next employees trained to enter DPW requests
- Property Maintenance and CCO are entered through Spatial Data Logic
- Recommended that Technology Committee member meet with Elena Rega and Angelo Dell'Armo to review software currently used
- Provided as an update

**Work Session adjourned at 10:22 p.m.**

Respectfully submitted,

Approved November 12, 2013

A handwritten signature in cursive script that reads "Kelley R. O'Donnell".

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