

**MAYOR AND COUNCIL MEETING**  
**WORK SESSION**  
**October 22, 2013**  
**8:00 P.M.**

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

Absent: Councilmember Galdi

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 earlier as required by the Open Public Meeting Act, P.L. 1975, Chapter 231.**

- Gandolfini Dedication looking at Sunday of Thanksgiving Weekend
  - Proclamation, Resolution and Invite
  - Council President Misciagna to check with the family if that day is ok.
- Application for Filming: The Telling
  - Resolution memorializing approval on consent agenda
- Towing Notice in the Ridgewood News this Friday
  - Police Department will make a recommendation

**Public Work Session adjourned to Public Hearing at 8:15 p.m.**  
**Public Work Session resumed at 9:30 p.m.**

**BOROUGH ENGINEER REPORT – Eve Mancuso**

- **Emergency Action Plan**
  - NJDEP requires an update to the EAP
    - Draft has been provided to Bill Beattie and K.O'Donnell
    - Need to meet; K. O'Donnell was out and then E. Mancuso Out.
- **Handicapped Ramps along Park Avenue and Spring Valley Road**
  - Met with Jaison Alex, Bergen County to discuss ramps along Spring Valley Road and Park Avenue
  - Majority of ramps need replacing in order to meet the current ADA code
  - County advised that the contractor has 3 other towns in Bergen to complete before they could begin work in Park Ridge
  - E. Mancuso to prepare plan and has provided a construction cost estimate
  - E. Mancuso and K. O'Donnell met with PRPD to discuss ramps at Fremont Avenue and Spring Valley Road

- PD agrees with recommendation to remove ramp crossing Fremont Avenue and moving the ramp on Spring Valley Road north away from the intersection
- Council discussion on areas of concern on Park Avenue where sidewalks and driveway aprons are in a state of disrepair
  - E. Mancuso has provided a preliminary cost estimate for these locations
  - Council discussion on property owners sharing in the cost
- Council discussion on improvements needed at railroad crossing; both north and south side
  - K. O'Donnell advised that she had left a voicemail message for John DelColle
  - Mayor asks E. Mancuso to prepare a conceptual plan
- Council asks K. O'Donnell to check status of Transit Village Application with NJ Transit
- Council asks K. O'Donnell for an update on Culvert on Fifth Street
  - Council discussion that culvert is undersized.
  - K. O'Donnell to follow up with Bergen county
- Bergen County contractor for ADA ramps is Concrete Construction
  - Under contract for 1 more year.
- Council discussion on engineer costs reimbursable.
- Council discussion on ADA ramps new requirements.
- Council discussion on how other towns handle sidewalks in front of commercial properties
- E. Mancuso advised that typically the sidewalks are marked that need repair.
- ADA ramps must be completed before resurfacing complete.
  - All agree to get property owners involved
- E. Mancuso will check with County if additional work can be done in conjunction with ADA ramps sidewalks and driveway options.
- E. Mancuso would then have to quantify each area.
  - Actual costs from County Contractor then.
  - John Ten Hoeve will have to notify property owners of additional costs.
- J. Ten Hoeve and E. Mancuso to discuss language for ordinance.
- E. Mancuso recommends following Streetscape when possible instead of resetting pavers.
  - E. Mancuso will talk to Brigitte Bogart
- Mike Danielle of Marini Brothers proposed removal of bump out and replace at 70-72 Park Avenue.
  - \$9,200 does not include Police, ramp will remain.
  - Written proposal to come 10/23.
    - All agree to \$9,200.00
- Council asks if County will perform drainage improvements on Park Avenue in conjunction with resurfacing
  - E. Mancuso stated it was straight resurfacing
  - E. Mancuso advised that she will talk to P. Wayne about drainage concerns on Park Avenue, if any.
- Mayor and Council ask E. Mancuso to look at culvert on side of Borough Hall
- Mayor and Council discussion on bermed curb needed for 55, 61, and 65 Fremont Avenue.
  - John Ten Hoeve to prepare letters to property owners
  - E. Mancuso and K. O'Donnell to meet with property owners.
  - Proposal needed from contractor
  - E. Mancuso will meet with Mike Danielle to discuss scope of work and quote.
    - Mayor and Council want by 11/12 meeting.

- **2013 Road Improvement Program**
  - All of the required work has been completed
  - Punch list items to be finalized before closeout of contract
- **Mill Pond Phase II**
  - Waiting for final conceptual layout to be completed by Planner
    - Final plans and specs will be completed for public bidding
- **NJDOT – Local aid Grants FY2014**
  - Grants have been submitted for Ridge Avenue Phase II and Fifth Street Phase III

### **BOROUGH CLERK/ADMINISTRATOR'S 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
- J. Ten Hoeve to provide an update on discussions with Bergen County Prosecutor's Office and Woodcliff Lake Borough Attorney Paul Kaufman
- 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
    1. General Office Space; Building Dept and Administration

- a. \$23,736.80
- 2. Finance Office
  - a. \$22,309.36
    - o Mayor and Council President to meet with K. O'Donnell and C. Ennis
    - o 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.

### **BC OSTF 2013 Funding Round**

- Applications are due by 8/29
- Endorsing Resolution will be required for grant application
  - i. 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
- A. Dellarmo 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.

### **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
  1. Cost estimate to be included with other ramps
  2. 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
  3. We will need to coordinate with NJ Transit for improvements on their property
  4. There are a few commercial locations where the sidewalks and driveway ramps are in need of repair/improvements
    - a. Statute places the responsibility on the property owner
  5. There are curb cuts that do not match up with a crosswalk and crosswalks that do not match up with the ramps
    - a. 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 Jason 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)
    1. 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
  - i. 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
  - i. Relocation of 2 - 4" gas lines on Sulak Lane
    1. Concrete pipe thicker than corrugated steel
- Additional Change Order will be forthcoming
  - i. 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
  - i. 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
  - i. E. Mancuso met with contractor on site Thursday 9/5 am
- Complaints received from Wampum Road
  - i. Road was closed – Borough was advised that one lane would be open at all times
  - ii. Residents bushes were cut back without approval or prior knowledge
    - 1. 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.
  - i. 15 Wampum Road – bushes at curb line
  - ii. I reached out to the Carrolls and asked if they had made a determination how they wishes to proceed
    - 1. I advised them that the contractor will be finished in Park Ridge by 10/15
    - 2. Carrolls have requested that the contractor straighten out the bordering railroad ties – no additional landscaping requested
- Extra Work for Repairs on Mapleleaf – Voucher #7
  - i. Total of \$4,900
  - ii. Nancy has included in claim
- E. Mancuso returned on 10/17
  - i. Working with Marini Bros. – proposals needed for Fremont Avenue and 70-72 Park Avenue
  - ii. J. Ten Hoeve has sent letters to residents of 55, 61 & 65 Fremont Avenue

#### **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
  - i. Recommendation that it be discussed with Technology Committee on 4/24
  - ii. 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
  - i. 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
  - i. 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
  - i. 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
  - i. Rivervale does not want an agreement similar to what is currently in place for Montvale and Woodcliff Lake
  - ii. 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
  - i. If additional keys are required we can provide at \$5/each
- Spoke with Gennaro, River Vale Administrator and Maureen, Montvale Administrator
  - i. Montvale and River Vale have agreed to have Pascack Valley (DPW) billing forwarded to Montvale with Police and Fire
    - 1. Montvale will forward to River Vale
  - ii. 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>
- J. Ten Hoeve responded to Montvale's request for separate billing of DPW fuel usage to River Vale
  - i. Borough of Park Ridge requesting separate agreement with River Vale including share in repairs and capital costs
  - ii. Limits on fuel usage
- No response that I am aware of

### **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
- Montvale was going to discuss with Woodcliff Lake and advise
- Al Thomas, Sr. Van driver, stopped in today
  - Van will remain in Montvale

- Woodcliff Lake mechanic will service

### **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
  - Council President Misciagna spoke with the Gandolfini family
  - Widow and children will be in town Thanksgiving weekend.
- Resolution required for Honorary Street Naming. Dedication date to be finalized.

### **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

### **William D. Diedrich Award**

- Please see attached memo
- 2012 – 1<sup>st</sup> recipient – Josephine Higgins
- To be discussed at a future meeting.

### **Downtown Improvements**

- Committee met on 9/18 at 8am
- Jim Hesper 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
- Filming took place on 10/11 with police office present
- Insurance certificate, filming application and daily fee received along with bond
- Resolution on 10/22 Agenda memorializing approval.

#### **Official Towers List 2014-2016**

- Notice placed in the Friday, October 25<sup>th</sup> edition
  - Applications are forwarded to Police Department for review and recommendation to Mayor and Council

#### **Safety Committee Meeting**

- Copies of 3<sup>rd</sup> Quarter Safety Committee Meeting minutes attached
- Provided as an FYI

#### **Property Maintenance Violations Procedure**

- I have requested N. Saluzzi and M. Kent prepare the attached memo for your review
- Mayor and Council need to make a policy determination on enforcing property maintenance issues where there is a financial hardship; i.e. elderly, ill.

#### **PRHS – OpGrad 2014**

- Requesting sponsorship for the November 30<sup>th</sup> 3 on 3 Basketball tournament
  - In the past we have sponsored the 5K at the Silver level - \$250
- Based on the email correspondence with Don Manwarren I would recommend the sponsorship for this event.

#### **NJ League of Municipalities Conference**

- The Vozza Agency has invited you to attend a dinner at the Rams Head Inn on Tuesday, November 19<sup>th</sup>
- RSVP and dinner selections are due by 11/8
- Please advise if you will be attending and your dinner choice.

#### **PRPD – Monthly Odometer Readings**

- Provided as an FYI

#### **2014 Professionals**

- Authorization to advertise for Requests for Qualifications
- Reorg organization meeting is 12/3
- Include resolution on 11/12 consent agenda authorizing advertising and due date.

#### **2013 Holiday Party**

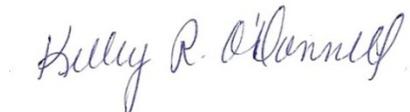
- Employee committee would like to start the process early
  - Last year limited available dates within budget
    - Crossing guards were unable to attend
    - On duty police officer could not attend in NY

Approved November 12, 2013

- Would like to authorize the employees to begin to get comparative prices on dates that crossing guards are available and police can attend.

**Work Session adjourned at 10:30 p.m.**

Respectfully submitted,

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

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