

MAYOR AND COUNCIL MEETING
WORK SESSION
November 12, 2013
7:50 P.M.

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

Absent: None

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

Council discussion on commuters utilizing lot behind Borough Hall

- J. Ten Hoeve to prepare ordinance restricting parking to Borough employees and those individuals conducting business in Borough Hall and/or Library

CFO Report

- Budgeted for time clocks
- Want to integrate into payroll system
- Approached by Paylocity
- C. Ennis reviewed proposal received from Paylocity
- Presently have 22 municipalities that they work with.
- Discussion on time clocks.

Adjourned to Public Hearing at 8:20 p.m.

Work Session reconvened at 9:00 p.m.

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
- Review of plan and K. O'Donnell updated
- Resolution included on tonight's agenda authorizing receipt of bids.
- Revised scope of work, budget and timeline have been submitted to Bergen County
- Plan reviewed by those present including tandem parking area for coaches

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
 - 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 10th 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
 - 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.

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 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 – 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. Dell'Armo 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.
- Loss of service for 2 days week of 9/9
- Horizon stated that it was a Verizon issue
- A. 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.

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 8th
- 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
- E. Mancuso and I met with John DeColle and Eli from NJ Transit on 11/5
- We discussed the scope of the work and they are in a agreement
 - i. Proposal received from E. Mancuso for work in Transit ROW
 1. \$5,500.00
 - Mayor & Council ask if Brooker can do better on proposal.
 - Mayor and Council authorize resolution on 11/26 agenda if quote is same or lower.
 - E. Mancuso has previously submitted a proposal for the ramps and sidewalks as part of the County Cooperative program
 - \$8,100.00
 - Resolution to be included on 11/26 agenda
 - E. Mancuso, P. Wayne and I met with Christos Kavvadas, Bergen County Engineer regarding the Park Avenue bridge and sidewalk
 - C. Kavvadas will submit photos and recommendation to Bergen County rep for consideration as a shared service agreement with the Borough
 - Very optimistic that it can be accomplished

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
- Core testing completed this week
- NJDOT payment #2 included on 10/8 consent agenda
- C. Ennis to prepare certifications for reimbursement
- E. Mancuso has filed with NJDOT

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
- Original contracted work complete
 - Punch list items to be completed
- Proposal received for removal of bump out in front of 70-72 Park Avenue
 - Proposal received from marini Bros. \$9,200.00
- Fremont Avenue-Bermed Curb
 - I have spoken with all 3 property owners of #55
 - Proposal received from Marini Brothers-\$7,300.00
 - E. Mancuso seeking a second proposal from Ingannamorte for the work
 - Mayor & Council ask for Pete Wayne to get a proposal from Jacobsen
- Contractor wants to mobilize once to complete all work
- Resolution required awarding contract for Bermed curb on Fremont Avenue and removal of bumpout at 70-72 Park 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

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
- Date has been tentatively set for 12/1
- Wells Fargo has contacted K. O'Donnell and wants to be included in the day's events
- Sample Honorary Street Naming resolution attached
- Lori Frederics offered to provide information for Proclamation
 - K. O'Donnell will contact her
- Resolution required for Honorary Street Naming. Dedication date to be finalized. 11/26 Proclamation.
- Sunday December 1, 2013 Wells Fargo will open 12/1 at noon for people to gather
- RSVP's necessary for reception at Park Steak House
 - RSVP to K. Misciagna

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 – 1st recipient – Josephine Higgins

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

PRPD – Monthly Odometer Readings

- Provided as an FYI

Building Department Permit Fee Log Recap

- Provided as a FYI

Outdoor Dining establishments

- Resident complaint received regarding Peppercorn's Outdoor Dining on 11/1/13
- Notices have been sent to all establishments

Leaf Pick Up

- As of 11/5 a full pass of the Borough had been completed
- DPW is beginning the second pass of the borough

Fifth Street Culvert

- E. Mancuso, P. Wayne and I met with Christos Kavvadas on 11/7
- County has identified all culverts
- TransSystems is inspecting all culverts for structural integrity
 - Reports will be submitted to the Borough
 - No hydrology studies have been completed since structure was built in 1936
 - There is some soil erosion on Fifth Street, wing walls will be built so the water does not jump the curb and continue to erode the soil
- C. Kavvadas asked for information on culvert above and below the Fifth Street Culvert for comparison; Colony and Russet
- County concern on enlarging culvert has been known to cause greater problems down stream.

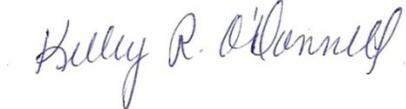
2013 Holiday Party

- 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
- Due to vacations the committee has chosen 12/23
- Proposal received from The Marriott and Seasons
 1. Seasons has a better menu and has quoted a price of \$33.00 per person
 2. The Marriott quoted \$35.00 per person
- Still trying to work with The Marriott, trying to stay in town
Not optimistic
- Will the Utility Board be splitting the cost with the Borough again? Are there objections to going to Seasons?
- Councilman Galdi will reach out to The Marriott.

Work Session adjourned at 9:16 p.m.

Respectfully submitted,



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