

MAYOR AND COUNCIL MEETING
WORK SESSION
January 14, 2014
7:47 P.M.

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

Absent: None

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

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

Council President Galdi made a motion to go into Open Work Session. Councilmember Bertini seconded the motion to confirm. Motion carried unanimously.

MAYOR & COUNCIL OPEN WORK SESSION REQUESTS

- Mayor Maguire advises that he would like to set up a **Special Work Session meeting to discuss Goals & Objectives for 2014.**
 - Mayor Maguire will forward the 2013 Goals & Objectives for all to review
 - Council agrees to meet on 1/28 at 6:00 pm to discuss Goals & Objectives prior to the regularly scheduled meeting
 - **Clerk will notify official newspapers**

- Councilmember Bertini advised that she is working on an **organizational chart**
 - Updating the 2008 chart provided by K. O'Donnell
 - K. O'Donnell provided civil service and Borough Code job descriptions
 - K. O'Donnell provided a copy of the NESC efficiency study conducted
 - Councilwoman Bertini wants to interview K. O'Donnell and C. Ennis as well as other office staff employees
 - Council discussion on process and availability of K. O'Donnell and C. Ennis at this time of year
 - Councilman Hopper and Councilwoman Bertini mentioned Salary Survey as provided through League of Municipalities
 - C. Ennis advised that it has been ordered

- Councilman Hopper wanted to discuss the **Borough being more business friendly**
 - He advised that it was embarrassing how the applicant for Dr. Navarro's building was handled
 - Councilman Hopper advised that Dr. Guller owns strip of buildings on Kinderkamack Road

- Council discussion on informal meetings or conceptual hearings to assist applicants
 - J. Ten Hoeve reviewed Municipal Land Use law with those present
 - J. Ten Hoeve will talk to Zoning Officer
- Council President Galdi asked if there was any harm in having an applicant come in for information from Zoning Officer or Board Secretary
- **Registration/Transaction Software**
 - Councilmember Cangialosi advised that he has received 3 bids for this service
 - Recommendation is to award to the contract to Capturepoint
 - Recreation module – phase 1 - \$3,300
 - Include in website budget
 - Councilman Cangialosi to check with Technology Committee if they want to add another module in 2014

Work Session adjourned to Public Hearing at 8:15 pm

Work Session Reconvened at 8:35 pm

- **Capturepoint Continued**
 - Councilman Cangialosi advised that the recommendation would be to include 2 phases in the 2014 Budget
- **BoE – Tennis/Basketball Court usage and ownership**
 - Review of history of tennis courts and basketball courts
 - Council discussion on permitting process, usage and liability insurance
 - Council discussion on Tennis Court usage by residents
 - Council discussion on commercial usage of tennis courts
 - Councilman Cangialosi will suggest that the BoE make a recommendation to the M & C to adopt an ordinance prohibiting commercial usage
- **Friday deliveries of M & C packets**
 - Mayor and Council agree that they will pick up their mail at Borough Hall
 - Council President Galdi and Councilman Bosi advise that they do not need printed copies of agenda and Admin reports
 - Mayor Maguire and Councilman Hopper still want hard copies of agenda and reports
 - Councilmembers Galdi, Cangialosi, Bertini, Bosi, Oppelt and Hopper ok with scanned and email copies
 - They will pick up packets at Borough Hall
 - Council discussion on project management software
 - Worked well with 2013 road program
 - Council discussion on need for servers and back up
- **Open Space Tax**
 - Council discussion on County portion of Open Space tax

- Councilman Cangialosi stated that he thinks the Borough should check if we can get relief from the County Open Space Tax
 - Since the Borough does not have a matching portion
- Mayor Maguire advised that the Borough has been very successful in securing BCOSTF grants
- Mayor Maguire advised that the Borough is a collection agent for the Board of Education and the County
- J. Ten Hoeve will research if the Borough can eliminate the County Open Space tax
 - C. Ennis advised that there are 70 municipalities paying into the County Open Space Tax and only 1/3 of those towns are collecting a local Open Space Tax
- Council President Galdi advised that the Open Space tax has been defeated the past 4 years
- Council President Galdi asked the Council their opinion on revisiting it this year
 - Councilman Oppelt advised that he is not in favor, feels we have asked enough it is time to back off
 - Councilman Cangialosi advised that he agrees with Councilman Oppelt
 - He further stated that if the Borough cannot get relief from the County Open Space tax use it as leverage to educate the voters
- Councilwoman Bertini asked if there is a way to communicate to the residents what the tax is used for
- Mayor Maguire advised all the steps taken in 2013 to educate the voters
 - Much more than ever before
- Councilman Cangialosi advised that the Mayor & Council can adopt a resolution of support of the Borough's Open Space Tax

- **Transfer Station**
 - J. Ten Hoeve advised that he has a draft letter prepared to send in opposition of the DEP permit renewal
 - All present agree that J. Ten Hoeve should send the letter

- **Sustainable Sandy Grant for Electric Lake/Mill Pond**
 - Councilman Hopper reviewed application
 - He further advised that the Green Team would like to apply for dredging of the lake
 - Brigitte reviewed the last Sustainable Jersey Grant Application
 - Review and fine tuned
 - Majority of the work was done by the Green Team
 - Councilman Bosi advised that he is not opposed to dredging, however he would like to see a plan
 - Councilman Cangialosi advised that he has a memo from Millennium
 - Grant is for restoration and resiliency
 - Chances are we would not get approved
 - Most of the funds will go to shore communities

- Councilman Hopper advised that he has a meeting Tuesday or Wednesday with an excavating contractor
- Councilman Hopper advised that he spoke with Brigette Bogart today
 - Mayor Maguire asked those present if they would authorize Brigette to review and tweak grant application in an amount not to exceed \$500
 - All present agreed
- **Grant Writers – Capital Alternatives**
 - \$5,000 up front to work with Borough
 - Then percentage of grant if grant money secured
 - Council President Galdi advised that the groups need to provide a list of projects
 - Councilman Bosi will see if the Utility is willing to share in the cost
 - All present agree
 - Council discussion on adding placeholder in 2014 budget
 - C. Ennis asked councilmembers to provide a list of unplanned or unbudgeted items for 2014
- **Recycling Center**
 - Councilman Bosi suggests expanding the hours of operation of the recycling center April to September – Saturdays only
 - 8:00 am – 2:00 pm or 9:00 am to 3:00 pm
 - Residents have complained
 - Councilman Bosi fairly confident it can be funded in 2014
 - Mayor Maguire advised that the operation of the Recycling Center is specifically addressed in the contracts
 - Electric and Water employees do not operate the Recycling Center
 - Council President Galdi advised that he is in favor of expanding the hours of the Recycling Center
 - Would recommend keeping it open later
 - Councilman Bosi advised that approximately \$8,000 would have to be added to the 2014 budget
 - Councilman Bosi requested that this discussion go no further until he can discuss with Pete Wayne and Board of Public Works
- Council discussion on **Employee Recognition**
 - Employees have not been recognized since 2010
 - Council discussion on recognizing exemplary employees
- Council discussion on **pending sign ordinance** which will come before the Mayor and Council in February
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BOROUGH CLERK / ADMINISTRATOR REPORT

- **BCOSTF Grant Application: BC OST 2011 Funding Round**
 - No update at this time

- **Police Consolidation Study**
 - J. Ten Hoeve has filed complaint in Superior Court

- **Police Accreditation – CALEA**
 - Changes have been made to the ventilation in the Server Room so that the door can be locked
 - Police Reserves have been sworn in
 - K. O'Donnell forwarded to Capt. Rampolla the Employee Manuals

- **Evaluation of Recreation Facilities for Compliance with 2010 ADA Standards**
 - Brigitte Bogart will continue to look for grant opportunities

- **Borough Hall Improvements**
 - High Density File cabinets being delivered and installed week of 1/20/14
 - Council discussion on update proposal from Perry Petrillo, AIA

- **BCOSTF 2013 Funding Round**
 - Waiting for confirmation from County on final allocations
 - No update at this time

- **Telephone System**
 - No update at this time

- **BC CDBG Funding Year 2013**
 - Agreement executed for Senior Activities authorizing \$3,247

- **BC CDBG Funding Year 2014**
 - Senior Activities
 - Grant Application dropped off at Bergen County on 12/5

- **ADA Ramps – Park Avenue (Pascack Road to Kinderkamack Road)**
 - Survey work done at Railroad Crossing this week

- **FY 2013 NJDOT Municipal Aid Grant**
 - Request for final payment submitted to NJDOT week of 1/13

- **2013 Road Improvement Program – Professional Services**
 - Punch list items still have to be completed
 - Once completed request for final payment will be submitted
 - Maintenance Bond will be requested

- **Additional Road Improvement Work – Removal of bump out at 70-72 Park Avenue**
 - Contract awarded to Marini Bros. - \$9,200

- **Bermed Curb – Fremont Avenue**
 - Work Completed by B & D Paving on 12/6
 - Complaint received from 51 Fremont Avenue

- Resident was going to meet with her contractor and advise the Borough
 - Mayor & Council ask K. O'Donnell to follow up with resident
- **Borough Hall Entry Security System**
 - Mayor & Council to decide if this should be included in Borough Hall improvements
- **Interactive Map on Borough Website**
 - Council President Galdi advised that the map forwarded to the Fire Department with Fire Hydrant overlay was incomplete
 - Fire Department to provide additional locations which can be forwarded to Civil Solutions
- **FY 2014 NJDOT Municipal Aid**
 - No notice of award received yet
- **William D. Diedtrich Award**
 - Council President Galdi, Councilmembers Bosi & Oppelt to check with their committees
 - Council discussion on nominating Joan Valas
- **Downtown Improvements**
 - Will include in 2014 budget
 - Council to see if there are grants available
- **Fifth Street Culvert**
 - No update at this time
 - Waiting for report from TranSystem
- **Planning Board recommendation to Amend to Chapter 101 – Zoning – LED Technology used in Signage**
 - Mayor Maguire advises the proposed ordinance is not very restrictive
 - All present agree J. Ten Hoeve should prepare ordinance for introduction on 1/28
- **Planning Board recommendation to Amend Chapter 74, Section 20 – Fees**
 - Council discussion ordinance allows the Borough the ability to collect fees from applicants so that they can meet with the Borough Planner
 - J. Ten Hoeve advised that the ordinance provides for the collection of escrow fees to cover professional costs
 - All present agree J. Ten Hoeve should prepare ordinance for introduction on 1/28
- **Fully Funded Capital Ordinance – Electric Utility**
 - All present agree Ordinance should be introduced on 1/28
 - C. Ennis and K. O'Donnell to work with J. Bliss and S. Rogut

- **Ordinance Amendment – Water Utility**
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- **LSRP Services at Borough Hall**
 - Proposal dated 12/10/2013 received from LBG to provide LSRP services at the Borough Hall at a cost estimate of \$7,600
 - All present agree to include resolution on 1/28 Agenda
- **Knoll Drive – Maughan**
 - N. Saluzzi and P. Wayne met with resident to discuss concerns
 - N. Saluzzi provided recommendations
 - Copy of email attached
 - No further action required
- **Pascack Valley Administrators – Shared Services Meeting**
 - Pascack Valley Administrators meet monthly
 - Westwood has been the lead agency
 - Request has been made that each municipality contribute \$500 towards the costs
 - Westwood Administrative and Professional staff assists with shared service agreements, proposals, etc.
 - Minutes from 12/5/2013 meeting attached
 - Typically minutes are not distributed, Bob Hoffman wanted to memorialize the BCOSTF grant allocations that were discussed
 - PV Admins met on 1/2/2014 in Westwood
 - Present were Carol Dray – Emerson Boro Clerk
 - Eileen Walsh – Montvale Admin. Assist.
 - Nick Sarros – Teterboro Admin
 - Pat O'Brien – Old Tappan Admin
 - Bob Hoffman – Westwood Admin
 - Kelley O'Donnell – Park Ridge Admin/Clerk
 - Attendance was lighter than usual
 - Items discussed –
 - 2014 Municipal Road Program – shared service
 - NJDOT Road Program – shared service
 - Purchase of recreation supplies – cooperative purchasing
 - Bergen County Cooperative Paving
 - Bergen County to act as lead
 - All present agree to pay Borough of Westwood \$500.

- Park Ridge will host March lunch meeting (3/6). Mayor and/or Council President to attend.
- **Records Management Assistance – Narita Maraj**
 - Proposal and resume attached
 - Mayor and Council agree to hire as a consultant to assist with the Borough's records management.
 - Up to \$500/month, February through April
- **Salt Deliveries**
 - DPW has experienced repeated difficulties with salt deliveries
 - Mayor Maguire left a message for County Executive
 - Council President Galdi contacted vendor
 - Deliveries received Friday 1/10 evening
- Council discussion on follow up letter from Mayor to County Executive stating delays cannot be tolerated and it is the Borough's feeling that the vendor is in breach of contract.
- **PRPD – Monthly Odometer readings**
 - December 2013 and January 2014 attached
 - Provided as an FYI
- **Fire Prevention Bureau – 2013 Annual report**
 - Provided as an FYI
- **Bergen JIF – Loss Control Report and Safety Committee Meeting**
 - Provided as an FYI

CHIEF FINANCIAL OFFICER REPORT

- **2014 Budget**
 - Susan and Angela are assisting in inputting the department budgets
 - Budget books will be assembled shortly
- **FEMA**
 - Susan will email everyone status updates on Wednesday
 - Susan has made a good contact
 - Has been very helpful in assisting us with the refunds due
 - We should be receiving the Electric Distribution shortly
 - Next one to work on is the debris payment of \$80,000
- **Auditors**
 - C. Ennis advised that the auditors have been in working on the Annual Financial Statement, Annual Debt Statement, and Annual Audit
 - Councilman Bosi is anxious to see the surplus number

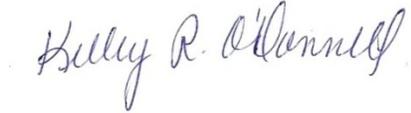
Councilman Bosi advised that the vacation and sick days will be on the paycheck stubs this week

Approved January 28, 2014

All departments with the exception of the Police

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