

MAYOR AND COUNCIL MEETING
WORK SESSION
January 28, 2014
8:00 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 special meeting compliance statement earlier as required by the Open Public Meeting Act, P.L. 1975, and Chapter 231

- **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
 - Resolution adopted authorizing receipt of bids.
 - Revised scope of work, budget and timeline have been submitted to Bergen County
- **Police Consolidation Study**
 - Please see prior admin reports for history
 - J. Ten Hoeve filed complaint in Superior Court
- **Police Accreditation Grant – CALEA**
 - Please see prior admin reports for history
 - Changes made to the server room's ventilation so that door can be closed
 - Police Reserves have been sworn in
 - Employee Manuals forwarded to Captain Rampolla
- **Evaluation of Recreation Facilities for compliance with 2010 ADA Standards**
 - Please see prior admin reports for history
 - Grant Opportunities to be pursued

- **Borough Hall Improvements**
 - Please see prior admin reports for history
 - High density file cabinets to be delivered and installed week of 1/20
 - Conference Room
 - Office Admin Staff to meet with Perry Petrillo to discuss a floor plan
 - Mayor Maguire and Council President Galdi to be subcommittee members

- **BC OSTF 2013 Funding Round**
 - Applications are due by 8/29
 - Endorsing Resolution will be required for grant application
 - Should be submitted with grant application
 - Emailed B. Bogart for endorsing resolution. Reviewed timetable and meeting schedule with her.
 - B. Bogart has advised that she will have grant application and endorsing resolution for 7/23 meeting
 - Brigitte Bogart to send resolution on Monday 7/24
 - Display ad placed in the August 9th edition of The Ridgewood News
 - Public Hearing on Application to take place at beginning of 8/20 Mayor and Council meeting – Brigitte Bogart to present
 - Endorsing Resolution included on 8/20 consent Agenda
 - Application submitted on 8/29 – Sulak Recreation Area
 - Meeting in Teterboro to discuss funding allocations

- **Telephone System**
 - Bill Beattie provided a phone inventory 7/12/2012
 - Proposal received 8/6, copy attached
 - Need to review with B. Beattie
 - Angelo Dellarmo working on this project to assist
 - Initial proposal did not offer any monthly cost savings
 - A. Dellarmo working on eliminating lines
 - I have asked Angelo to see if the Merlin system can be set up for automated attendant to be done as a trial.
 - With Lyn's retirement would like to utilize Karen more to assist with general clerical
 - Angelo has arranged for a phone presentation on Tuesday, February 26th
 - Present system has automated attendant capabilities. We are using it sporadically as Karen is assisting departments or is away from her desk for an extended period. Reprogramming is needed and Angelo will look into it.
 - 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

- **Phone Carrier**

- Rob Kuelke, Tri Borough Safety Coordinator, switched WCL to Mettel and realized a considerable savings over Spectrotel for phone carrier
 - Borough just switched to Spectrotel, one year contract
 - A. Dell'Armo will meet with Mettel to review our options
- **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
 - Resolution included on 11/26 Agenda endorsing grant application
 - Grant application dropped off at Bergen County on 12/2
 - Council requests addition of senior van to grant wish list
- **ADA Ramps – Park Avenue – Pascack Rd. to Kinderkamack Rd.**
 - E. Mancuso to reach out to County on removal of curb bum out at 70-72 Park Avenue
 - ADA Ramp will have to be redesigned
 - Cost estimate to be included with other ramps
 - Engineering cost estimate received – dated August 8th
 - E. Mancuso, P. Wayne and myself met on 8/27 to review ramps on Park Avenue
 - We will need to coordinate with NJ Transit for improvements on their property
 - There are a few commercial locations where the sidewalks and driveway ramps are in need of repair/improvements
 - Statute places the responsibility on the property owner
 - There are curb cuts that do not match up with a crosswalk and crosswalks that do not match up with the ramps
 - These areas will be corrected to the most logical and safest for pedestrians
 - E. Mancuso to prepare preliminary plans for locations discussed for submissions to County and contractor
 - E. Mancuso to 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
 - E. Mancuso and I met with John DelColle and Eli from NJ Transit on 11/5
 - We discussed the scope of the work and they are in agreement
 - Proposal received from E. Mancuso for work in Transit ROW
 - \$5,500.00

- E. Mancuso has previously submitted a proposal for the ramps and sidewalks as part of the County Cooperative program
 - \$8,100.00
 - 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
 - Resolutions included on 11/26 agenda authorizing E. Mancuso to proceed with design and specifications
 - E. Mancuso submitted plans to J. Del Colle, NJ Transit on 1/17/2014 for review and approval for ADA Improvements at NJ Transit crossing
 - Jaison Alex, Bergen County forwarded on 1/21/2014 sample design sketches for E. Mancuso
- **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
 - Request for final payment filed with NJDOT week of 1/13
 - **2013 Road Improvement Program – Professional Services**
 - Please see prior admin reports for history
 - Punch list of outstanding items to be completed by 10/15.
 - 15 Wampum Road – bushes at curb line
 - I 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
 - Carrolls have requested that the contractor straighten out the bordering railroad ties – no additional landscaping requested
 - Extra Work for Repairs on Mapleleaf – Voucher #7
 - Total of \$4,900
 - Nancy has included in claim

- Original contracted work complete
 - Punch list items to be completed
 - Resident of 18 Wampum Rd. has advised that they are getting more water on their property since resurfacing was complete
 - E. Mancuso will inspect with P. Wayne and Marini Bros.
 - Contractor wants to mobilize once to complete all work
 - E. Mancuso will schedule completion of project when the weather improves in the Spring
 - Once punch list is completed request for final payment will be submitted and Maintenance Bond will be requested.
- **Additional Road Improvement work – Removal of bump out at 70-72 Park Avenue and Bermed curb on Fremont Avenue**
 - E. Mancuso returned on 10/17
 - Working with Marini Bros. – proposals needed for Fremont Avenue and 70-72 Park Avenue
 - J. Ten Hoeve has sent letters to residents of 55, 61 & 65 Fremont Avenue
 - Proposal received for removal of bump out in front of 70-72 Park Avenue
 - Proposal received from Marini Bros. - \$9,200.00
 - Proposal received from Ingannamorte for \$11,750.00
 - **Fremont Avenue – Bermed Curb**
 - I have spoken with all 3 property owners
 - E. Mancuso and I met with the owner of #55
 - Proposal received from Marini Bros. - \$7,300.00
 - Proposal received from Ingannamorte and B & D Paving
 - B & D paving lowest
 - Work completed 12/6
 - 51 Fremont Avenue – Resident Complaint
 - Resident met with her contractor and was to provide Borough with a recommendation
 - Email received from Mrs. Sheehy
 - Macchione proposal \$5,000 (driveway) + \$250 to remove berm
 - I have asked Pete Wayne to get a proposal from B & D to repair driveway apron and remove berm
 - Eve scheduling completion of work with Marini Bros.
- **Borough Hall Entry Security System**
 - Proposal received from Advanced Security Systems
 - Second Proposal required
- **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
 - Waiting for notice of award from NJDOT

- **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
 - Competitive quotes received
 - Vermont Systems
 - SportsMan SQL
 - Recreation module to be included in 2014 Budget
 - Additional module may be added in 2014

- **William D. Diedtrich Award**
 - Please see attached memo
 - 2012 – 1st recipient – Josephine Higgins
 - Recommendation to nominate Joan Valas
 - Resolution to be included on 2/11 agenda

- **Downtown Improvements**
 - Committee met on 9/18 at 8am
 - Jim Hesse 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 available and included in this project
- Proposal needed for 2014
- Expanded scope – Berthoud to Park Avenue
- **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
 - Report 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
 - County concern on enlarging culvert, has been known to cause greater problems down stream
 - E. Mancuso and P. Wayne inspected culverts upstream & downstream
 - Information attached
 - Waiting for report from TranSystem
- **Waste Management NJI – DEP Permit**
 - As requested J. Ten Hoeve sent a letter on behalf of the Mayor and council on 1/15/2014
- **Biennial Animal Census**
 - Board of Health has approved Tyco Animal Control Services to perform census
 - Resolution to be included on 2/11 Agenda authorizing 2014 animal census.
 - Council discussion on thoroughness of census
 - Council requests a report
 - Council request canvassing take place evenings and weekends
- **24 . Mill Pond Dredging**
 - E. Mancuso reviewed 3 options at July 24, 2012 meeting. Councilman Bosi forwarded report to the Board of Public Works.
 - Funding needs to be determined
 - Brigitte Bogart reviewed possible DEP – Green Acres grants
 - Funding is available as a development project – low interest loan
 - FEMA Hazard Mitigation Grant Available – State is applicant and Borough would be co-applicant
 - Brigitte Bogart reviewing requirements – grant has been made available as a result of “Sandy”
 - Sample of material provided to ORI for physical examination

- Proposal requested from E. Mancuso for DEP permitting
 - E. Mancuso to work with Dave Terry, LBG
 - Proposal dated 2/20 received from Brooker Engineering for engineering and surveying services
 - Total Budget \$27,725
 - Proposal dated 2/20 received from LBG for procurement of DEP permits
 - Total \$9,930
 - Total estimated professional costs \$37,655
 - R. Bosi to discuss with Board of Public Works
 - Andy Matuson, Board of Public Works, advised that the proposals received from LBG and Brooker seemed fair.
 - Mirella has reached out to those municipalities that have recently completed similar projects.
 - Funding has come from variety of sources
 - Open Space funds
 - Capital Surplus
 - Low interest loans
 - Councilman Hopper and Mayor Maguire met with James McDermott, Green Team
 - Grant opportunity exists through National Fish & Wildlife Foundation
 - Hurricane Sandy Resiliency
 - Endorsing Resolution adopted 1/28 on Friday, 1/31
 - Grant application to be submitted
- **Public Space Recycling Bins**
 - Pete Wayne and I are submitting a grant for recycling bins for the park/recreation areas in town.
 - 2014 Dr. Pepper Snapple Park/Keep America Beautiful Recycling Bin Grant
 - Grant submitted this afternoon
- **December 31, 2013 Annual Audit**
 - Engagement Letter received from Lerch Vinci Higgins
- **DEP Permit – Boswell Engineering – Township of River Vale**
 - Copy provided to E. Mancuso

Work Session adjourned to Public Hearing at 8:09 p.m.

Work Session reconvened at 9:25 p.m.

BOROUGH ENGINEER'S REPORT – Eve Mancuso, Brooker Engineering

Also Present; Tom Connolly – County Road Supervisor and Pete Wayne – Public Works Supervisor

- Tom Connolly advised that the County maintains their roads edge of curb to edge of curb
 - Curbs & sidewalks are governed by local municipality
- Dead or dying tree on any County road, letter gets sent to County for removal
 - Pete Wayne currently handles
- Resurfacing – Park Avenue is scheduled to be resurfaced in 2014
- Cooperative ADA ramp and curb program
 - Borough signed contracts with the County in 2012
 - Vendor is Concrete Construction
- Broadway is the worst road in the Borough
 - Broadway was paved in 2006
 - Paved with RAP – recycled asphalt
 - Problems at the plants
 - Broadway is going to be added to the “short list” – may be done this year
- Spring Valley Road – Safety Grip is peeling
 - Tom Connolly explained that the safety grip is lifting the asphalt, but it is still doing its job even though it does not look pretty
 - Tom Connolly stated that he will talk to Billy Thiesz
 - He further explained that there is a new product EnduraBlend
 - Used in Wyckoff and Saddle River
 - Safety Grip life expectancy is 8 years
- Park Avenue is on the list Pascack to Kinderkamack
- Broadway – full length
- Council discussion on Fremont Avenue – starting to crack
- Council discussion on Spring Valley Road & Fremont Avenue intersection
 - Tom Connolly will talk to Gary Ascolese
 - Could be restriped
 - County uses 90 mil thermal striping
 - Tom Connolly will add striping to that intersection
 - Council discussion on accident data that County requires when a request has been made to reconfigure intersection
- Council discussion on cleaning catch basins on county roads
 - Tom Connolly reviewed with those present the miles of County roads, bridges, culverts and catch basins
 - Currently he has a staff of 28
 - Today he had 14 report to work
- Tom Connolly reviewed with those present the procedure when a complaint is filed
- Council President Galdi asked if there was a program in which municipalities can assist the County and get reimbursed, similar to plowing of county roads
 - Tom Connolly advised that there was not
- Council President Galdi asked about micropaving
 - Tom Connolly advised that it would probably be good on county roads
 - He further stated that the county has done no micropaving
 - He also advised that he recommends milling and paving – lasts longer than micropaving

- Council President Galdi inquired about speed limits on County roads
 - Tom Connolly advised that a traffic study can be requested of Gary Ascolese
- Discussion on County road repaving including replacing existing striping, cross walks, parking areas and manholes
- Discussion on culverts, including 5th street
- Discussion on walkway on Park Avenue attached to bridge parapet
- Need to follow up on \$10,000 reimbursement on Sulak drainage
- Tom Connolly advised that if a complaint wishes to be filed at the County, you can contact Joe Crifasi or Ed Trawinski

Tom Connolly left the meeting at 10:07 p.m.

- **Council discussion on updating tax maps**
 - E. Mancuso advised that 3 options were provided
 - Currently maps are hand drawn on Mylar and vellum
- **Mayor Maguire advised that Mayor Goldsmith indicated that Woodcliff Lake will conduct rolling revaluations**
 - **K. O'Donnell will check with Bob Campora**
 - Council asks Bob Campora to check when to expect a revaluation in Park Ridge
- **E. Mancuso recommends option 1 – cost estimate \$2,500**
 - **Emergency Action Plan**
 - Need to sit and review with K. O'Donnell and B. Beattie
- **ADA Ramps – Park Avenue**
 - Ramps by NJ Transit ROW will be eliminated – separate plan
 - Ramp in front of PRAH – part of their site plan
 - Ramps at Pascack Road – just completed by Ingannamorte
 - Discussion on water main that needs to come into PRAH site – make sure that it is done before repaving of Park Avenue
 - Review of ADA plan for handicap ramps & crosswalks along Park Avenue
- **ADA Improvements at NJ Transit**
 - Topo is done
 - Design is done
 - Submitted to NJ Transit for approval
 - Waiting to hear back from NJ Transit
 - E. Mancuso reviewed design with those present
 - Discussion on ADA ramps on Park Avenue
 - Discussion on landscape architect
 - E. Mancuso has spoken to Brigitte Bogart
- **2014 Road Improvement Program**
 - Councilman Bosi advises that there is \$150,000 to spend

- He further advised that he asked E. Mancuso to provide a proposal for Brae Blvd
 - E. Mancuso estimates \$166,000
 - Council discussion on sidelane striping
 - Pete Wayne advises that it was a request of the Police Department
 - Discussion on proposed drainage work
 - E. Mancuso advised that the solution would be underdrains
 - Crushed stone and perforated pipe
 - Councilman Bosi advises that he wants to go out to bid early
 - Discussion on water coming up from under the roadway
 - Council agrees that Brae Blvd is a priority
 - Council discussion that E. Mancuso's proposal does not include traffic control
 - Council discussion on the work being done on a Saturday
 - Discussion on \$150,000 cash in hand
 - Add the other 2-3 as alternates in the event that we get favorable pricing
 - Brae Blvd will be base bid
 - **All present agree**
- E. Mancuso will be back end of February

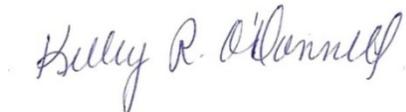
Council Requests

- **Goals and Objectives** covered in earlier Special Work Session
- **Sheriff's Labor/Help** – Councilman Bosi stated that he would like to utilize the Sheriff's Labor Assistance Program to assist with various projects in town
 - All present agree
 - Councilman Bosi will set up meeting with Pete Wayne and Chief Madden
 - Mayor Maguire advised that this is a time sensitive matter
 - Needs to be coordinated
 - Mayor Maguire requests that list be given to Councilman Bosi by next week
- **Liaison Communications Process** – Councilman Bosi advised those present that all communications should go through the liaisons
 - Council President Galdi stated that they are all trying to get a lot done
 - He reminded those present to know the liaison positions so that everyone's efforts can be coordinated
- **Exempt Employee Stipends** - Councilman Bosi questioned those present about increasing exempt employee stipends from \$1,000 to \$1,500. May have to address Colleen separately
 - All present agree to budget for \$1,500
- **Northwest Bergen Central Dispatch** – Councilman Bosi advised that he and Council President Galdi visited NWBCD and met with Director Jack Tancos
 - Very impressed with facility
 - He further advised that they will be visiting the Mahwah facility on February 21st
 - Chief Madden & Chief Diedtrich very happy with service provided by NWBCD
- **Veterans' Park** – Councilman Oppelt distributed a conceptual drawing prepared by Bill Koenig
 - Trees in center by doughboy need to be removed

- Mayor Maguire asks Councilman Oppelt to discuss the plan with Brigette Bogart
- **Downtown Trees** – Councilman Oppelt advised that the trees are to be removed and replaced along Kinderkamack Road between Berthoud and Park Avenue
- **Open Space Funds** – Councilman Oppelt advised that there is about \$300,000 left over after Mill Pond Phase II and Sulak Recreation area
 - Council discussion on grant tracking
- **Energy/PSE&G – Natural Gas** – Council discussion on reducing costs
 - Council asks how much the Borough spends annually
 - Councilman Bosi will work with Councilman Oppelt on this project
- **Organizational Chart/job descriptions and employee reviews** – Councilwoman Bertini is working on an organizational charts for all departments in the Borough
- **Recycling Center – hours of operation** – Councilwoman Bertini stated that she would consider changing hours of operation on Wednesday and starting later on Saturday
 - Staying open later on Saturdays
 - Council discussion on staying open 6 hours April through September
 - Councilman Bosi advised that the extended hours will be considered as we work on the 2014 Budget
- **Sustainable Sandy Grant for Electric Lake/Mill Pond** – Councilman Hopper advised that the grant will be submitted on 1/31
 - Borough has spent over \$11 million since Hurricane Floyd
 - Councilman Hopper reviewed the grant with those present
 - Councilman Cangialosi advised that paragraph 5 of the narrative should be revised
 - “we did not get water damage with Sandy”
 - Council discussion on eliminating paragraph entirely
- **Plumbing Sub-code inspector** – Councilman Bosi and Council President Galdi reached out to Westwood
 - Looks like they may be interested

Work Session adjourned at 11:16 p.m.

Respectfully submitted,



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