

MAYOR AND COUNCIL MEETING
OPEN WORK SESSION

August 12, 2014

7:41 P.M.

Present: Councilmembers; Cangialosi, Bertini, Bosi, Galdi, Oppelt, and Mayor Maguire.

Absent: Councilman Steve Hopper

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

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

CFO REPORT

Financial Advisors for "5 year look back" as required by the SEC Initiative was discussed. CFO informed the Mayor and Council that this is required for the Bonding Market.

Two (2) proposals were received: Phoenix Advisors and NW Financial Group. The Borough's Auditors recommended Phoenix Advisors based on previous work experience. Phoenix Advisors' bid was \$950.00. Per the CFO, the 2 proposals were not comparable, so the recommendation of the Auditors was the deciding factor for this particular service.

Councilman Cangialosi explained that the "5 year look back" was not the same as the Financial Advisor requirement for Pension funds, which starts in 2015. He also stated that the NW Financial Group's proposal was more in depth.

Council voted on proposals:	Bosi, Galdi and Oppelt –	Yes for Phoenix Advisors
	Bertini and Cangialosi -	No for Phoenix Advisors

Contract to be awarded to Phoenix Advisors.

BOROUGH CLERK / ADMINISTRATOR REPORT

- Borough Hall Improvements
 - Borough Clerk/Administrator informed the Mayor and Council of an approximate cost of the improvements needed - \$330,000 - \$360,000
 - Air duct cleaning discussed due to dust in work environment; currently causing allergies for some and after construction air ducts will be in worse condition
 - New phone system discussed. All bids received were rejected. A new bid will have to be issued with clarifications

- Receipt of insurance payments were discussed. Some already spent on repairs to the Police Reserves room
 - Capital Ordinance discussed – amount in the range of \$358,000.00 minus insurance payments
 - Borough Attorney to research “Estoppel period”
 - Councilwoman Bertini inquired as to the phone system upgrade. It was explained that it has been in need of upgrading for some time. The system is almost 20 (twenty) years old. Construction would allow for updated wiring.
- September 11 Memorial
 - Borough Clerk/Administrator and Councilman Oppelt worked on the draft of the flyer
 - Flyer has to be reviewed and approved
 - Press Release going out 2 (two) weeks in advance of Memorial
 - Councilman Bosi to ask the Fire Department and Police Department to send representatives to the Memorial service.
 - Park Ridge Elks #2234 Charity Ball
 - Mayor and Council approved placement of advertisement in the pamphlet at a cost of \$250.00.

Open Work Session adjourned to Public Session at 8:15 p.m.

On a motion made by Councilman Galdi and Seconded by Councilman Bosi to confirm. Motion carried unanimously.

Open Work Session reconvened at 9:15 p.m.

BOROUGH CLERK/ADMINISTRATOR REPORT continued

- BC OSTF 2011 - Mill Pond Phase II
 - Resolution awarding contract to be introduced at the 09/09/14 Mayor and Council Meeting.
- BC OSTF 2013
 - Contract awarded to professionals for preparations of specifications - 10/14.
- ADA Ramps – Park Avenue – Pascack Rd. to Kinderkamack Rd.
 - Plans still not approved by Bergen County.
 - Possibility County no longer has the funds
 - Borough Attorney working on NJ Transit Agreement. Awaiting details from Borough Engineer.
- 2014 Road Improvement Program
 - Mayor and Council approved striping of roads on Sunday 08/17/14
 - AJM Contractors, Inc. – change order discussed regarding outside duty billing for police officers. Invoices came in higher than budgeted amounts

- Councilman Bosi suggested that Borough's Engineer budget estimates were not accurate
- Councilman Galdi suggested that the Chief of Police should be involved in outside duty assessment needs
- Councilman Bosi will arrange a meeting with Borough's Engineer, Chief of Police and Lt. Errico
- Borough Attorney will research use of certified flaggers for engineering projects.
- ITN NorthJersey – Livery Service
 - Requirement of taxi license was discussed since this is a non-profit service
 - Borough Attorney advised that ITN may qualify as a taxi service and will then require a license to operate.
- Colony Ave – shed purchase
 - Two quotes received - \$5,800 from Al's Shed World for wooden frame and \$8,800 from Yaboo for vinyl frame
 - Mayor and Council approved \$5,800 shed from Al's Shed World.

CFO REPORT continued

- Tax Bills
 - Bills mailed and grace period extended to September 5, 2014.
 - Councilman Cangialosi will send out an email blast and update on Facebook.
- Police Comp. Time
 - Mayor and Council approved pay-out of 50 hours of comp. time to Police Officer Hoffman
 - Police Officer Eitner no longer on duty. Finance needs confirmation of his permanent disability for PERS (Public Employees Retirement System)
 - Councilman Galdi inquired as to the status of Police Officer Michael Lange injuries. Borough Administrator advised that she was told that he is doing well.
- 2013 Borough Audit
 - CFO recognized Borough's Finance and Tax Department staff for their efforts in assisting the auditors
 - She also recognized the auditors for their work with the Borough
 - CFO advised Mayor and Council to read the audit's recommendations
 - Borough Administrator advised that the Certification of the 2013 Audit and Group Affidavit would be ready for 09/09/14 Mayor and Council meeting.
- Borough's Pool
 - CFO and Administrator met with the Pool Commission to discuss updated procedures for cash collection
 - Updates will be made to registers
 - Lap top computer and QuickBooks software will be purchased.

- Engineering – Budget Line Item
 - Line close to expended
 - Preliminary no line for charges – work done on Kinderkamack Road was not included in budget
 - Borough Administrator needs approval on change order for AJM. Approval was given by Mayor and Council.

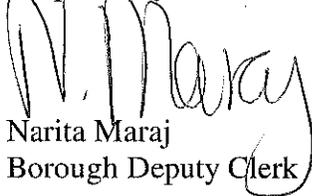
COUNCILMEMBERS

- Borough's Public Assistance Program
 - Councilwoman Bertini inquired about complaint that someone's assistance was terminated without proper notice. It was noted in 2013 Audit.
 - CFO to speak to Kathy Bowen to clarify matter
 - CFO explained Public Assistance to the Mayor and Council.
- Borough's Pool
 - Revenue is currently \$9,000.00 below 2013 revenue
 - Councilman Galdi requested cash report on receipts.

Open Work Session adjourned to Closed Work Session at 9:50 p.m.

On a motion made by Councilman Galdi and Seconded by Councilman Cangialosi to confirm.
Motion carried unanimously.

Respectfully submitted,



Narita Maraj
Borough Deputy Clerk