

BOROUGH OF PARK RIDGE
MAYOR AND COUNCIL MEETING
WORK SESSION

January 27, 2009 - 8:55 P.M.

Present: Acting Mayor Wells, Council members Ciannella, Kane, Viola, Maughan and Levinson (7:25 p.m.)

Absent: Mayor Ruschman

Also Present: Kelley O'Donnell, Acting Borough Clerk
Gene Vinci, Borough Administrator
Robert Mancinelli, Borough Attorney
Colleen Ennis, CFO

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

ENGINEER REPORT

Jim Feury and Greg Rapp of Azzolina & Feury present

Capital Project Status Report

- **2009 Road Improvement Program**
 - 10 roadways – Milling & Paving
 - Construction Cost Estimate \$335,000
 - Engineering Cost Estimate \$33,500
 - Estimate has been sent to Ed Sandve, Woodcliff Lake preparing specs for Pascack Valley joint road resurfacing program

- **2009 Curbs, Drainage and Sidewalks**
 - Gene Vinci explained that 2 roadways were pulled out of the joint resurfacing program because they also require curbs and drainage
 - The other towns involved in the program are only bidding milling and paving
 - Mountain Avenue & Brook Road (milling and paving) in addition to 8 other roadways with curbing and drainage
 - Borough will be re-bidding the 2008 Curbs and Drainage with the 2009
 - Gene Vinci reminded those present of the problems with the contractor
 - Money has been set aside for the 2008 program
 - 2009 Spending – approximately \$680,000
 - **Council President Wells stated in prior discussions with the engineer it was agreed that the engineering costs would not exceed 10% of the construction cost**

- **Jim Feury stated that was correct and he would adjust the proposal**
- **Improvements to Fifth Street**
 - Total cost of construction for project \$572,430
 - Grant received \$200,000
 - Council discussion on doing the work in phases
 - **Council asked for a new proposal with estimates for phases of the work and a best plan recommendation**
 - Council advised to take into consideration the Borough has only \$200,000 to spend
 - Greg Rapp reminded the Council that “soft costs” cannot be covered with grant funds the Borough must invest into the project some of it’s own funding
 - Gene Vicni and Colleen Ennis confirmed
- **Train Station Pedestrian Improvements**
 - \$79,000 Grant Agreement recently received
 - Boundary and topo work already completed by Brooker Engineering
 - **Council advises engineers that their proposal cannot exceed \$10,000**
 - **Jim Feury accepted that**
 - Colleen Ennis asked that for the proposals to clearly state engineering costs
 - Council President Wells stated that the project must stay within the grant
 - Greg Rapp said the cost could be reduced with a less expensive fence, one that matches the type currently in place

Economic Stimulus – Eligible Shovel Ready projects

Greg Rapp submitted a list of projects to the League of Municipalities in support of a Municipal Stimulus Package

- 2009 Road Improvement Program - \$370,000
- Park Ridge Road Improvement Program (curbs & drainage) - \$660,000
- Improvements to Fifth Street – \$686,916
- Park Ridge Train Station Pedestrian Improvements - \$105,80
- Mill Pond Dam Reconstruction - \$1,156,000
- Mill Pond Dredging - \$1,000,000
- Veteran’s Park Rehabilitation - \$80,000
- Greg Rapp stated that Bill Beattie had asked that the Hydroelectric Plant rehabilitation be included
- Council suggested adding ADA pool bathrooms
- Improvements to Leroy Place
- **Greg Rapp stated cost estimates were needed to include these projects**

U.S. Census Bureau - Boundary and Annexation Survey Map

- Map must be received by the Census Bureau by 3/1/09
- Proposal received not to exceed \$1,250

- **Resolution needed for 2/9 meeting authorizing – Council agrees**
- **Engineering Breakpoint Boards/Mayor and Council**
 - Tabled at this time
 - **Borough Attorney Rob Mancinelli to discuss with Lyn Beer, Land Use Administrator for recommendation**
- **Borough Maps and project folders to be transferred from Brooker Engineering to Azzolina & Feury.**
 - Clerk advised receipt of such today.
 - **Gene Vinci asked Jim Feury to submit separate proposals for individual projects so that they can be memorialized by resolution**
- **Engineering Escrow Fees**
 - Need to be increased
 - Gene Vinci, Lyn Beer and Nick Saluzzi met
 - Memo from Nick Saluzzi with recommendation
 - **Rob Mancinelli to prepare Ordinance for introduction at 2/10 meeting**

BOROUGH CLERK REPORT

Paul Longo sent a thank you note to the Mayor & Council acknowledging the flowers that were sent. Gene ordered the flowers because I was at a Bergen County Clerk's training session in Paramus the afternoon that the Borough was notified.

Scanning

The Borough received a scanner and PC as part of the County's 2008 Clerk to Clerk PARIS Grant. As a pilot in addition to the Clerks' files we have created a data base to scan the Building department files into. All our files will be backed up to a server in Bergen County. Bergen County will be backing up to a server in Warren County. In addition, the County will be creating microfilm back up as required by the state if you are seeking permission to destroy the paper.

The clerks are familiarizing themselves with the software this week and moving forward our launch date is 2/1.

Web Site

We should be receiving mock ups from QScend shortly. I will be giving the Tech. Comm. an update. The Web Site Committee will be meeting again the end of this week to review the design work and make recommendations.

ADMINISTRATOR REPORT

Budget Status –

- Meetings Scheduled 1/31 and 2/7
- Colleen Ennis working on the schedule

- Colleen distributed a schedule to finance committee members stating that she is trying to reschedule 2/7
- Fire Department has not yet submitted their budget
- Committees, i.e. Beautification and Vision Plan will need to submit at a later date

Zoning Board Recommendation –

- **Sidewalk on Spring Valley Road**
- Board has asked the Mayor and Council to consider constructing a sidewalk on private property and obtain necessary easements if required
- If the Council agrees the Board of Adjustment will require the applicant – Lollipop Nursery School to construct the sidewalks along all 3 of the lots they own not just the 2 that are the subject of the application
- **Council agreed and asked Rob Mancinelli to pursue further**

Zoning Board of Adjustment – Year End Report

- Several recommendations from the Board
- **Copy given to Rob Mancinelli for review**

Wood Burning Fire Places

- **Ordinance to be introduced at 2/10 meeting**
- **Rob Mancinelli to prepare based on recommendations from Board and sample of Haddonfield’s Ordinance**

Gene Vinci advised the Council that he is in the process of getting cost estimates for construction, furniture and filing cabinets. He will forward quotes when available.

Council President Wells stated that the Zoning Official is Nick Saluzzi effective 2/1/09 and that he and Councilmember Levinson needed to meet with Gene Vinci to discuss personnel matters.

COUNCIL CONCERNS

Councilmember Ciannella –

- OEM is hosting a meeting to discuss the possibility of Park Ridge hosting a POD – Point of Distribution in the event of a pandemic flu
- The facility being considered is the Marriott
- Councilmember Ciannella distributed a copy of an email received from Joan Valas, OEM Director
- **Meeting of all the Pascack Valley towns on 2/10 at 7:30 p.m. in the Community Center**
- **Councilmember Ciannella feels that it is important that the council’s presence be at this meeting, even if only briefly**

Councilmember Levinson –

- Approached by a local business owner regarding a letter received from the Recreation Committee regarding the town picnic and sponsorship opportunities for businesses to participate in
- Councilmember Levinson stated that the business owner was very upset by the letter received
- Council President Wells stated that he received the letter as well and it only listed the opportunities available
- Council President Wells stated that the Chamber of Commerce will have a table at the town picnic
- Councilmember Maughan asked Councilmember Levinson to speak to him about the matter

Councilmember Viola-

- Invited everyone present to see the new fire truck if they had not already done so
- It looks great
- He has been advised that in the long run it will save the Borough money
- It is safer
- Narrower profile than most which will enable it to get down narrow streets in town and still be able to open the doors even if cars are parked on both sides.
- Advised all elected officials to take the PERMA course which will save the Borough \$250 for each participant on its insurance premiums

Councilmember Maughan –

- Asked Colleen Ennis to present a shut-off procedures guide to the Mayor and Council
- Sensitive subject – should have written protocol
- Colleen stated that she has been working on it with the Utility Board

Council President Wells –

- Vision Plan Committee will be meeting with the Professional Planner at the end of the month
- Charrett scheduled for March 7th at 9:00 am
 - Will last until noon or 1:00 pm
 - Open to public
 - Invitations will be sent to a targeted group
 - Rsvp's required
 - Posters
 - Post cards
 - Web site
 - Press Release
 - Vision Plan Committee will present to the Mayor and Council at the April work session

Public Work Session adjourned to Closed Session at 10:00 pm.