

BOROUGH OF PARK RIDGE
MAYOR AND COUNCIL MEETING
WORK SESSION

August 12, 2008
9:10 P.M.

Present: Mayor Ruschman, Council members; Henning, Wells, Brouwer, Ciannella, and Levinson

Absent: Council member Maughan

Also Present: Kelley O'Donnell, Acting Borough Clerk
Gene Vinci, Borough Administrator
John D'Anton, Borough Attorney
Colleen Ennis, CFO

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

BOROUGH CLERK REPORT –

- **Specs Mader Place & Musso Lane along with 2008 Curbs, sidewalk and drainage**
 - A lot of interest
 - Bid opening 8/21
- **Resolution to increase State Police Surcharges to defray costs of local police services**
 - \$40 surcharge on all Motor Vehicle violations
 - **Council agrees to resolution for 8/26 meeting**
- **Outdoor Dining –**
 - Information received from Hillsdale, Westwood and Emerson
 - Copies to be placed in Council mail for their review and discussion at a later date
- **League Conference –**
 - Confirmed registration with Council
- **Online Auction –**
 - Colleen Ennis and I will be sitting down in the next week or so to finalize ebay account registration
 - Tom Derienzo has provided listing information and photos
 - Would like to see the Ladder truck gone by 10/24

ADMINISTRATOR REPORT –

Outdoor Parking –

- At the last meeting the Council requested the input of the Zoning Officer
 - Copies distributed to the Council
- John D’Anton stated that this has emerged as a result of a neighbor dispute
- Councilman Wells agrees, but states that there are other areas in town that may need to be addressed
- **John D’Anton to review and will respond to the Council**

Technology Committee –

- Software recommendations for Finance/Tax/Utilities
 - Colleen Ennis distributed a memo to the Mayor and Council with a brief analysis of the vendors and the software recommendations
 - *Edmund’s & Associates*
 - Largest Municipal customer base (450 of 566 municipalities)
 - Currently have electric clients
 - All modules are fully integrated with General Ledger
 - *Municipal Software Inc.*
 - Moderate customer base – 70 municipalities
 - Fully integrated General Ledger system
 - Do not have any electric customers
 - *Munidex Inc*
 - Local vendor
 - Governmental Software/Edmund’s hybrid
 - Small customer support company specializing in customization
 - They have a Utility module, currently no electric customers
- Colleen stated that the needs of the Borough are unique in that Utility Billing and Collection modules are needed
 - The Borough has been utilizing *Governmental Software* for over 20 years
 - Presently the company has only 5 customers
 - Annual Maintenance is costly - \$25,000
 - Concern over functionality of software
 - General Ledger is not truly integrated
- **Recommendation was made to switch to Edmund’s and Associates if it was determined to switch vendors.**
- **The initial cost to switch to Edmund’s is higher than the others; however they have the Utility Module experience - \$73,375**
- Gene Vinci stated that the recurring annual software support fee is \$10,000 less than what the Borough pays to Governmental
 - First year’s software support included with \$75,000
- Edmund’s software includes modules for Escrow, Optional Data Conversion and Payroll
- Gene Vinci stated that the initial cost could be capitalized
- Butler Boro has switched to Edmund’s
 - They have Electric and Water
 - They are very happy

- Colleen stated that she is not sold on their payroll module, she needs to do further research
- **Colleen gives high praise to Paychex**
 - User Friendly
 - Over 100 reports – no need for custom reports
 - Offers quarterly tax preparation service for a nominal fee
- Council President Henning asked what Hardware may be necessary
 - Colleen stated that all work stations are ok
 - A server would be needed – pervasive SQL software
 - Tape Back-up – Borough responsible for back up
 - Need to check the cost – most likely approx. \$2,000
- Councilmember Brouwer asked if the Utility Board was aware of the software change and asked if they would be sharing the costs
 - Colleen stated that they were aware and in agreement
 - Itemized costs for Utility modules in proposal
- Council discussion on cost for Paychex
 - Colleen stated that it is a bi-weekly cost
 - Currently involves ½ - ¾ of an employees day bi-weekly
- Council discussion on training
 - Included with cost
- Colleen stated that she has prior experience with Edmund's – software used in Hillsdale
- Colleen has discussed the changes briefly with the staff
- Timetable –
 - January 1st would be ideal, but not realistic
 - Would like to make a recommendation on Payroll effective October
 - Finance and Tax modules in January
 - Water and Electric modules shortly thereafter
- Councilmember Wells asked when the calendar year begins
 - Colleen stated when the module is implemented
- Colleen stated that Governmental has given municipalities problems when they pull out
- Governmental wants municipalities to sign an annual support agreement and when asked for an hourly agreement; fees are very high
- **Council agrees unanimously with the recommendation to switch to Edmund's and Associates**
 - **State Contract**
- **Colleen asks John D'Anton to help with the resolution and agreement with Edmund's as not all modules will be implemented at the same time and the Borough does not want to lose the Enterprise Discount of \$6,800**
- **Colleen and Gene to review line items for capital improvements for availability of funds**

Colleen Ennis distributed spreadsheet of Apportionment of Taxes for the Borough 2004 - 2008.

Colleen stated that tax bills were mailed last week while she was on vacation and she was very appreciative of Ann Kilmartin's work in getting them out. It was Colleen understands that everyone in the office pitched in to help and she is grateful

Cleaning Service –

- 2nd quote requested for Borough facilities, train station and recreation fields

Mass Transit Initiative –

- Meeting in Montvale on 8/6 with Sony and Marriott
- Tri-Boro Shuttle link discussed
- Mass Transit questionnaire planned for Montvale, Park Ridge and Woodcliff Lake Corporate employees

BOROUGH ATTORNEY REPORT

Musso Lane –

- Easements recorded, including DEP easement

Firehouse Specs –

- Met with Perry Petrillo, AIA and Gene Vinci to review specs
- **Resolution for 8/26 meeting to accept bids**

Commercial Tax Appeals –

- McNerney and Associates working on them

Open Space Grant Applicaton –

- **Second appraisal forwarded to Rich Henning in Lyn Beer's absence**

133-137 Kinderkamack Road – DEP notification -

- Owner – Barbaro Trust
- Fuel Oil Tank site
- Monitoring Well put in
- No further action letter required
- No Certificate of Occupancy issued
- Owner trying to sell property – closing delayed until requirements met

COUNCIL CONCERNS

- **Councilmember Levinson initiated discussion on copy of resolution received from North Brunswick asking for legislature to opt out of Civil Service**
- Council discussion on similar resolution for Park Ridge
- Councilmember Levinson asked that the statement be included that Civil Service status hinders shared services opportunities with other towns that are not Civil Service
- **Resolution to be included on 8/26 agenda**

- Council discussion on the need for more time to discuss Council Concerns
- The importance of communication between council members
- Particularly liaisons to specific committees being made aware of conversations or correspondence prior to reports given from the dais
- Opportunity to discuss local events in the news or committee concerns
- Two recent articles in the paper were discussed – copies to be distributed
 - Pistol Range location study – Emerson and Westwood
 - Council discussed Police Chief reaching out to local municipalities to promote out Pistol Range
 - Pay-As-you-Throw trash fees
- **Council discussion on starting meetings at 7:00 pm, understanding that some members may be a few minutes late, so that there is a little extra time to talk prior to going into Open Session – many times feel rushed so as not to keep the public waiting beyond 8:00 pm**
- **Council agrees to start meetings at 7:00 pm.**
- Council discussion on alternating who gives the Governing Body Reports first
- All in agreement
- **Future meetings will alternate sides of the dais when giving Reports of the Governing Body**
- **Mayor Ruschman stated that he feels this is a good Council and they work well together and do have the best interest of the residents in mind.**
- **Councilmember Brouwer stated that he and Councilmember Maughan were assigned to a committee to look at Global Contract issues. With Councilmember Maughan not present that has not happened. Contract meetings are starting with the PBA and he wants to be certain that this is not overlooked.**
- Council President Henning stated that right now they are looking at other PBA contracts and “red lining” certain items.
- **Mayor Ruschman will be on vacation August 20th through September 3rd and Council President Henning will be on vacation August 18th through September 3rd.**
- **Councilmember Levinson to serve as acting Mayor.**
- **Swearing in of Probationary Police Officer Todd Stowe to be scheduled for 9/9.**

Public Work Session adjourned at 10:15 pm.

