

BOROUGH OF PARK RIDGE
MAYOR AND COUNCIL MEETING
WORK SESSION

October 14, 2008
9:05 P.M.

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

Absent: Councilmember Henning

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

BOROUGH CLERK REPORT

- **Retirements –**
 - Ann Kilmartin
 - Invitations were in your mail packets
 - Wednesday, October 29th at noon at the Park Ridge Marriott
 - If you have not already done so, please rsvp to Lyn or Nancy with your menu choice by 10/22
 - Barbara Gronbeck –
 - Luncheon at the Borough Hall on 10/22
 - Eileen Helgeson, Court Clerk is handling the arrangements if you would like to stop by or contribute to a gift for Barbara
 - Please keep it a surprise

- **BCUA – Recycling Ordinance -**
 - John D'Anton has a copy of our current ordinance and the changes that have to be made
 - Most of the new guidelines the Borough already has in practice, but not written into the ordinance

- **Fire House Exterior Renovations –**
 - 8 contractors picked up the specifications
 - Only 1 bid received for \$188,000
 - Perry Petrillo, AIA estimated the cost of the project to be \$125,000 - \$130,000
 - I reached out to the other contractors for feedback as to why they did not bid
 - No definitive response

- Forgot to deliver bid
 - Did not receive bid bond in time
 - Felt the specifications were too restrictive on stucco and roofing
 - Felt the specifications allowed for a contractor to issue change orders
- Only spoke with four of the contractors, the others did not return my phone calls
- **Volunteer of the Year Award –**
 - Both your nominees will be receiving the award
 - I need to advise the County who will be attending
 - Mayor Ruschman and Council members Brouwer, Ciannella, Levinson and Wells will be attending
- **October 28th and November 11th Meetings –**
 - Lyn Beer will be covering

ADMINISTRATOR REPORT

- Cleaning Services –
 - \$21,000 Quote reviewed and compared to current costs
 - Nearly break even
 - Employee currently providing cleaning services to Borough facilities would be Buildings and Grounds
 - Maintenance and repair
 - Maintenance and repair work not being done
 - After Maintenance and repair work completed employee would be available to help with road department
 - Council discussion on utilizing the employee elsewhere
 - Bill Beattie prepared a new schedule which allows for 30 hours of cleaning per week
 - Cleaning is not getting done
 - Problems with the bathrooms at the fields
 - Gene Vinci stated that he would like to include the cleaning in the 2009 budget
 - Council discussion on extra staff needed now for leaf pick up
 - Mayor Ruschman asked the Council if they would like to have the cleaning service effective November 1, 2008
 - Council agrees unanimously
 - **Resolution needed for October 28th meeting**
 - Buildings and Grounds employee available to help with leaf pick up

Building Dept. Files/Office Renovation –

- Gene Vinci advised the Council that the Clerk, Technical Assistant, Zoning Officer and himself had gone to Woodcliff Lake to see there recent office improvements.
- Mayor Ruschman appointed a committee to evaluate options for office improvements
 - Committee members are:
 - Gene Vinci
 - Kelley O'Donnell
 - Colleen Ennis
 - Councilmember Levinson
 - Councilmember Wells

NESC Shared Services Study – DPW

- Bill Beattie and Gene Vinci will meet with NESC on October 22nd at 10:00 am
- Gene Vinci to confirm

Lightning Detection System –

- Equipment not yet received
- Delivery expected within 2 weeks
- Councilmember Maughan asked that the installation date be revised since there is no lightning in the Fall and Winter

BOROUGH ATTORNEY REPORT

Outdoor Dining –

- John D'Anton spoke with John TenHoeve
- Planning Board's input was requested
- Councilmember Wells stated that John TenHoeve brought it up at the last meeting that the Mayor and Council were considering changing the Outdoor Dining Ordinance and that a draft would be presented to the Board for review and input
- John TenHoeve asked the members of the Planning Board to think it through and remind themselves what is important
- **John D'Anton to prepare ordinance for Planning Board to review**
- Mayor Ruschman stated that the objective is to make the process simpler for the businesses in town
 - A simple permit process
- Councilmember Wells stated that there is no opposition from the Planning Board and they are looking forward to seeing a draft of the ordinance
- **Councilmember Wells asked that a draft be prepared and presented to the Planning Board taking into consideration the season that we are in**
 - Draft should include
 - Clearances for passage
 - Dimensions to define occupancy
 - Permit Process

Planning Board –

- Creation of one board (Zoning Board of Adjustment and Planning Board)

- John D’Anton spoke with John TenHoeve
 - Concept has not been discussed with full board
- Mayor Ruschman stated that it is his understanding that with the lack of applications at this time it would be beneficial
 - Would need a list of pros and cons
- State allows it in towns with population under 15,000
 - Park Ridge is approximately 8,000
 - Hillsdale made the change very successfully
- Better use of volunteers
- Easier for applicant – no confusion as to which board they have to come before
- Cost savings
 - Less meetings
 - Paid professionals
- Cons –
 - John D’Anton stated that it took 8 years to develop a Board of Adjustment that was qualified to hear the applications
 - Eliminate volunteers who have spent the time to become qualified
 - There are instances when you may want applications heard by different boards
 - One group of volunteers will have to work harder
- Council discussion on volunteers on both boards
 - Council discussion on 2 meetings a month vs. 3 meetings
 - Councilmember Wells stated that there are very strong members on both boards
 - If the boards were combined you would have 11 very strong members
- Mayor Ruschman asked if the reduction in applications is a “sign of the times”
 - Councilmember Wells stated that it is what happens in towns as they become more developed
 - Councilmember Wells feels it will make a stronger, better board
 - More motivated to serve
 - Board would still have scattered terms
- Mayor Ruschman asked if it would be prudent of the Council to make this effective January 1, 2009
- Councilmember Wells stated that from a professional standpoint it is easier for an applicant to work with a single board
 - Professional Community – architects
- **Mayor Ruschman stated that some very good points had been made and he would like to discuss it further at the next meeting.**
- **Councilmember Levinson stated that she would like to see the Mayor and Council return to the concept of a volunteer application**
 - Sample from Teaneck
- **Council asked John D’Anton to draft an ordinance for a single board. Councilmember Wells offered his assistance to John D’Anton if needed.**

“Old” Post Office Property –

- Mayor Ruschman stated that at the meeting of the Golden Age Club the concept of a Senior Center was brought up.
- Council discussion on the work in progress by the Vision Plan Committee
- Councilmember Wells stated that the picture presented by the Mayor at this evening’s meeting was only the Mayor’s concept
 - He would like it to be considered part of the information gathered by the Vision Plan Committee
- **Council is in agreement that a Senior Center/Teen Center/COAH units might be a good concept for that location**
 - Council discussion on other possible designs
 - Council discussion on funding through COAH and Grants
- Councilmember Maughan asked if the parties who contributed to the Vision Plan Committee’s information gathering would be kept in the loop as part of the process
- **Councilmember Levinson asked Councilmember Wells if he would report back to the Council after the Vision Plan Committee meeting**
- Colleen Ennis advised the Council that she is waiting for a quote under State Contract for s server for the Finance software. Cost is approximately \$10,000
- Councilmember Brouwer inquired as to the status of the work to be performed by GFC. Gene Vinci stated that Brooker Engineering is relying to their letter requesting another meeting.
- Councilmember Brouwer asked if it is possible o check the State Directory of Contractors prior to awarding a contract to them. **Councilmember Brouwer to check Dun & Bradstreet listing for GFC.**

Public Work Session adjourned at 10:30 pm.