

**BOROUGH OF PARK RIDGE**  
**MAYOR AND COUNCIL MEETING**  
**WORK SESSION**

**November 25, 2008**  
**8:30 P.M.**

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

Absent: None

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

**BOROUGH CLERK REPORT**

- **ADA Improvements to Ladies Room at Municipal Pool**
  - Notice to bidders to be published 12/5
  - Bids Received on 12/15
  - Award on 12/23
- **Vehicle Auction**
  - December 8<sup>th</sup> – 1:00 pm
  - Original vehicles
    - Including 2 Crown Victorias that were missing titles
  - Email blast sent to companies that buy & sell used fire equipment

**ADMINISTRATOR REPORT**

- **Outdoor Dining Ordinance**
  - Council discussion on ease for owners
  - Construction Official should be able to issue permits
    - Board of Adjustment appearance only if non-conforming or cannot meet requirements
  - Residential Area still protected
  - Council discussion on choosing a “standard” table & chairs
    - Wood or metal
    - List of “Preferred” or “Suggested” types available in Construction office
- **Ordinance ready for Introduction at the December 9<sup>th</sup> meeting**
- **Zoning Fees –**
  - Proposed by Nick Saluzzi, Construction Official

- Review of applications & plans
  - Fees collected in Woodcliff Lake
    - \$7,000 - \$10,000
  - Included with General Building Department revenue
    - Typical in most towns
  - Fee proposed nominal
    - \$50 - \$100
- **John D'Anton to prepare ordinance for introduction at December 9<sup>th</sup> meeting**
- **Building Department/Office Space Renovation/Staffing –**
  - Councilman Wells stated that the committee formed by Mayor Ruschman met four times
    - NESC report & recommendations
    - Job descriptions & work flow
  - Copies of the proposed floor plan were distributed to all
  - Receptionist/Clerk Typist position would be full time
    - Responsibilities include: phone, copies, mail room
  - One counter located on current Finance side
    - Second doorway closed off
  - Building Department Counter
  - Office space created for Clerk
    - Administrator & Clerk to share an Administrative Assistant
  - Director of Operations & Accounts Clerk remain
  - Shaded areas on drawing represent new walls
  - Construction Code Official becomes Zoning Officer as well
  - Land Use Administrator transfers some of her responsibilities to Administrative Assistant
  - Mayor Ruschman complimented the committee
    - A great deal accomplished in a short time period
- Professionals must be utilized for the budget process
- Council discussion on kitchen location
- Council discussion on Director of Operations location
  - Would like documentation of how often during the day there is contact with the residents
- Council suggested submitting the proposed plan to the professionals at NESC for their opinion
- Councilman Wells estimated the cost to be approximately \$40,000
- Time frame to complete would not be long
- Councilman Maughan stated that he may be able to get partitions donated if needed
- **Council agreed that the next steps should be**
  - **Show NESC**
  - **Updated Job Descriptions**
  - **Cost Estimate**

## ENGINEER REPORT

- Eve Mancuso distributed suggested 2009 Road Improvements
- **Mader Place – Drainage Improvements**
  - New Prince Concrete Construction
  - Progressing relatively smoothly
  - Should be complete next week or two
- **NJ Transit Walkway**
  - Second plan approved
  - Paver Walkway similar to Madison Square
  - NJ Transit Right of Way
  - Preliminary discussion with Gene Vinci and neighbor of NJ Transit
    - Property Owner will give Borough easement
  - Modification of NJT lease
    - Gene Vinci and John D’Anton have been working on it
    - Gene Vinci waiting for completed paperwork
- **2008 Road Resurfacing**
  - D & L did a great job – Complete
- **2008 Drainage, Curbs, Sidewalks**
  - Letter sent – no response
  - Resolution adopted this evening to rescind award
  - John D’Anton stated the Council can go out to rebid in 2009 as part of Pascack Valley Cooperative
- **2009 Road Improvements Estimates**
  - Streets recommended by Road Department
    - Gene Vinci, Bill Beattie, Lou Turli and Eve Mancuso inspected recommended roads
  - **Include 2008 project carry over – Approx \$500,000**
  - **2009 Improvements program would have to be separated to be included in Pascack Valley Cooperative**
    - **Resurfacing & Curbs & Drainage**
    - **Eve would prepare it as such**
  - With prices dropping would like to get it out to bid asap
    - Ed Sandve, Woodcliff Lake, preparing specs
      - Council discussion on specs including price protection
  - Council discussion on locations of streets
    - East, west & central
    - Eve showed the council a map that she keeps highlighted in color by year to show the locations
  - **Councilman Maughan suggested communicating the process in a Borough Newsletter**

## **BOROUGH ATTORNEY REPORT**

### **COAH –**

- 37 Park component of Fair Share Housing Plan
- **Resolution needed for December 9<sup>th</sup> meeting funding \$98,000**
  - Requires owner satisfy the requirements
- COAH has not officially approved unit –
  - Email memo to Brigitte from Kate Butler
  - Explained the background on approval of the unit
    - Planning Board & Board of Adjustment
  - COAH wanted the Borough to spend \$98,000
    - Councilman Wells explained the Borough is running out of time to spend the money or lose it
  - Borough is moving forward to satisfy COAH obligation
  - John D’Anton stated that there will be a deed restriction on the unit – required by COAH
  - Councilman Wells suggested the Borough send John D’Anton & Brigitte Bogart to COAH
    - Suggested bringing Garfield representation
  - After COAH approval of 37 Park \$98,000 can be given to owner

### **COUNCIL CONCERNS**

- Councilwoman Levinson stated that the Library would like to have a bicycle rack
  - Council agrees to the necessity
- Council President Henning stated that he asked Brigitte Bogart to set up an Open Space meeting in December and asked Councilwoman Ciannella if she would attend
- Councilman Bouwer stated that Lichtenstein does not want to do the Mill Pond Dam specs. T & M will prepare specs.
- Colleen Ennis asked the council for the amount of Open Space funds needed for the Beautification Committee.
- **Councilwoman Ciannella to get final amount.**
- **Resolution needed for December 9<sup>th</sup> meeting.**
- Open Space Committee still reviewing Prospect Avenue site.

**Public Work Session adjourned to second Closed Session at 9:53 pm.**