

53 Park Ave
Park Ridge, NJ

MAYOR AND COUNCIL MEETING
WORK SESSION
May 28, 2024
7:00 P.M.

Present: Councilmember Hoffman, Councilmember Goldsmith, Councilmember Mintz, Council President Ferguson

Absent: Councilmember Capilli, Councilmember Metzdorf and Mayor Misciagna

Also Present: John Schettino, Borough Attorney
Magdalena Giandomenico, Borough Clerk
Connie Carpenter, CFO
John Dunlea, Borough Engineer

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

1. Engineering Report:

1. CAPITAL IMPROVEMENTS

a. PARK RIDGE COMMUNITY CENTER

At this time, our office has completed the site / civil engineering construction documents for this project. Our office is prepared to review the final architectural design intent as it relates to the site / civil engineering construction documents once this has been completed.

b. GLEN ROAD BRIDGE/ CULVERT

The Bridge Rehabilitation/ Bridge Replacement project is anticipated to be constructed within the bridge's service life timeframe which is during 2021. The Borough Woodcliff Lake received an NJDOT FY2019 Local Aid Infrastructure Fund (LAIF) grant in the amount of approximately \$650,000. The application seeks funding to supplement the 2015 NJDOT MA grant already received by the Borough of Park Ridge. The Borough should review is grant deadline associated with the Year 2015 Municipal Aid Grant to determine the funding status.

Our office submitted the NJDEP Land Use Permitting Package on April 20, 2021. Additionally, our office concurrently submitted documents to NJDOT for review. Since then, NJDEP and NJ DOT have issued comments related to the overall design. Our office is in receipt of NJDEP permits for this project and is finalizing structural design of the bridge based upon the final NJDEP-approved bridge configuration.

Final bid documents / plans have been submitted to NJDOT and Bergen County Soil Conservation District. Our office, along with the Borough Administrator/ Clerk met with the Borough of Woodcliff Lake Administrator to coordinate final details with respect to this project.

Our understanding is that Woodcliff Lake will act as the lead agency as it relates to bidding, construction management, etc. Furthermore, it is our understanding that Woodcliff Lake will be responsible for 75% of the project costs while Park Ridge will be responsible for 25% of the project costs.

This project is being awarded to CMS Construction, Inc., 521 North Avenue, Plainfield, NJ 07060, in the amount of \$1,038,644.00 through the Borough of Woodcliff Lake. At this time, the Contractor, as well as the Borough of Woodcliff Lake, are awaiting relocation of an existing utility pole. Upon completion of the same, work on the bridge reconstruction will commence. Construction related to this project is underway. The bridge will remain closed until the project is complete. Construction related to this project is underway. The bridge will remain closed until the project is complete.

Construction of the new Glen Road Bridge / Culvert is substantially complete and the bridge is now open. Our office, by way of the Borough of Woodcliff Lake, is coordinating final NJDOT inspections and close-out documents /payments.

2023 ROADWAY IMPROVEMENTS PROJECT(S)

The following areas and roadways have been selected upcoming 2023 roadway improvements project:

- Evelyn Street (NJDOT Funded) – Complete
- DiBella Drive (NJDOT Funded) – Complete
- Windsor Drive (NJDOT Funded) – Complete
- West Park Avenue – Complete*
- Park Lane – Complete*
- Mountain Avenue (westerly portion) – Complete*
- Wield Court – Complete*
- 29 West Park Avenue (drainage easement improvements) – Complete*
- Leach Avenue (easterly portion) – Complete*
- Laura Lane – Complete*
- Johnsvale Road – Complete*
- Ann Terrace – Complete*
- Braemer Drive – Complete*

In addition to the above, our office has surveyed Midland Avenue, from Randolph Street to North 5th Street, and John Court to evaluate drainage issues. Preliminary design documents will be completed and evaluated for future action.

Our office will be submitting a proposal associated with the above scope of work. However, to expedite the design schedule, we have commenced survey of the above roadways, as needed to complete the construction bid document preparation. We note that Evelyn Street, Di Bella Drive, and Windsor Drive are being funded through NJDOT. As such, submission to NJDOT for review is required. We anticipate a 30-day review period related to the same. Design documents related to NJDOT-funded roadways will be submitted during the week of June 19th, 2023.

Design documents were submitted and reviewed by NJDOT. On July 3, 2023, our office received comments from NJDOT regarding the design documents. We have made the required revisions to address the NJDOT comments and have resubmitted for final review. Our office received final approval for bidding from the NJDOT on August 4, 2023.

On September 6, 2023, the Borough opened bids for the 2023 Roadway Improvements projects. The two (2) separate bids were opened and reviewed by our office. In total we received six {6} bids for the Surface Improvements to Evelyn Street, DiBella Drive and Windsor Drive {NJDOT Funded} and seven (7) bids for the 2023 Roadway Improvements {Municipally Funded}. The lowest bidder for the NJDOT Funded project was submitted by 4 Clean Up, Inc., North Bergen, New Jersey, in the amount of One Hundred Seventy-Eight Thousand Seven Hundred Twenty-Nine Dollars and Sixty Cents {\$178,729.60}. The lowest bidder for the Municipally Funded project was submitted by D&L Paving Contractors, Inc., Nutley, New Jersey in the amount of Eight Hundred Seventy-Nine Thousand Eight Hundred Fifty Dollars and Nineteen Cents {\$879,850.19}. At this time, we are recommending that the projects be awarded to the respective low bidders. Upon receipt of the approved resolutions, our office will prepare the contracts and schedule a pre-construction meeting. We note and emphasize that the bid documents include a deadline for completion of both projects by November 1, 2023.

In addition to the aforementioned roadways, at a prior Mayor and Council meeting authorized us to proceed with the milling and resurfacing of the following additional roadways:

- Lakeview Avenue -Complete*
- Randolph Street -Complete*
- Summit Street -Complete*
- Hillside/ East Avenue -Complete*

Furthermore, as requested, our office coordinated and prepared an additional bid package for additional roadway to be milled and resurfaced, along with selective drainage improvements. The roadways included the following:

- Ridge Avenue (from 2nd Street to Spring Valley Road) – Complete
- John Court – Complete
- Marti Road – Complete

On February 7, 2024, the Borough opened bids for the 2023 Supplemental Roadway Improvements projects. In total we received six (6) bids. The lowest bid for the project was submitted by 4 Clean Up, Inc., North Bergen, New Jersey, in the amount of Four Hundred Thirty-Nine Thousand Five Hundred Ninety Dollars and Thirty-Five Cents {\$439,590.35}

Upon receipt of the approved resolutions, our office will prepare the contracts and schedule a pre-construction meeting.

- Seibert Court
- Gary Court

As it relates to the above two (2) roadways, our office is coordinating to have these roadways milled and resurfaced by Frank Macchione Construction, Inc., who completed roadway improvements in 2022/2023 and has outstanding contract funds available. These roads will be milled and resurfaced during Summer 2024.

d. **2024 ROADWAY IMPROVEMENTS PROJECT(S)**

Our office notes that the following road:

- Glenbrook Drive
- Greenbrook Place
- Dena Court
- Louville Road
- Midland Avenue (NJDOT funded)
(between North 5th Street and Randolph Street – includes drainage improvements and curbing)
- Homestead Place (to include sections of sidewalk replacement)
- Kevin Court
- Sturms Place (to include sections of sidewalk replacement)
- Rock Court
- Webb Court

The bid documents are substantially complete and the project will be bid in the coming weeks. Overall, this project will be completed during Summer 2024. The project specifications will stipulate a substantial completion date of August 23, 2024.

We note that Midland Avenue is NJDOT funded and requires NJDOT review / approval prior to bidding. As such, this project will be bid separately.

e. **Park Ridge Historic Train Station**: Our office understands that the Borough is seeking to construct improvements to the historic Park Ridge Train Station. Our office has engaged a historic preservation architect as it relates to these improvements. A kick-off meeting related to this project is being held on February 14, 2024 to initiate the design process. Based upon feedback at this meeting, a comprehensive proposal related to the design and construction management of these improvements will be submitted to the Borough for review and consideration.

f. **Mill Pond Dredging**

Neglia understands that the Borough is considering dredging Mill Pond. Pursuant to a soil characterization study prepared by Leggette, Brashears & Graham, Inc. (LBGI) for Mill Pond dated May 3, 2012, an accumulation of approximately 111,000-tons of sediment requires excavation from Electric Lake (Mill Pond). Of the 111,000 tons, approximately 65% of the sediment is estimated to require specialized disposal, which could have significant costs associated with same. This proposal addresses professional services to prepare plans, bid and construction specifications, and to obtain permitting for the project. This scope of work would also include updating the Leggette, Brashears & Graham, Inc. (LBGI) report mentioned above, as this report is now outdated. Our office has prepared a proposal related to the above with the intent of achieving a “shovel-ready” project.

Design and permitting document preparation related to this project is currently underway is approximately 25% complete. Additionally, our office met with the Bohlin Group on April 9, 2024 to coordinate deliverables related to fundings opportunities. Given deliverables related to these opportunities, our office is working to complete preliminary plans in the coming weeks. In addition, our office will be providing the Bohlin Group with all available historical documents related to this project. In addition to the above, we note that borings within the pond will be required. We anticipate completing the same in August / September of 2024.

g. Park Ridge Pool Pedestrian Bridge

Neglia previously reported on the state of the existing pedestrian bridge providing access to the main pool facility entrance from the adjoining parking lot. The initial point of concern was that the underlying retaining wall / support structure had started to shift. We initially inspected this issue in the Spring of 2022 and determined that the underlying retaining wall / support structure remained structurally acceptable. Our office, along with the Borough DPW , have continued to monitor this structure. Following heavy rainfalls over the past several weeks, it was observed that substantial rotational movement has occurred. This has been the result of stream water flowing behind the stream during heavy rainfall events. Our office is preparing a proposal for the design and construction management related to improvements and repairs to the underlying retaining wall / support structure. If feasible, we would recommend that the bridge remain in-place to minimize disturbance within the stream. Based on the review of the applicable NJDEP rules and regulations, we would anticipate completing the repairs under Permit-by-rule 2 – repair of a lawfully existing structure (N.J.A.C. 7:13-7.3).

Our office has completed preparation of the topographic survey of the bridge and the structural engineer has reviewed the bridge conditions. Design and preparation of plans to address the aforementioned underlying retaining wall / support structure is currently underway. In addition, our office is evaluating completing the required repairs under a purchasing cooperative to expedite the repair process. We anticipate completing this project during Summer 2024. Our office will coordinate with the pool as it relates to construction timing, coordinating, etc.

h. Mill Pond Dam Structural Inspection

In accordance with NJDEP regulations, the Borough of Park Ridge is required to conduct visual inspections of the Mill Pond Dam every two (2) years. As such, our office coordinated the required inspection, which occurred on March 22, 2024. A subsequent inspection report was submitted to NJDEP in April 2024. Overall, the dam has been rated as ‘fair’ (dam can be rated as ‘satisfactory’, ‘fair’, ‘poor’, or ‘unsatisfactory’). A rating of fair is defined as follows: “acceptable performance is expected under all required loading conditions (static, hydrologic, seismic) in accordance with the applicable dam safety regulatory criteria. Minor deficiencies may exist that require remedial action and/or secondary studies or investigations.” As it relates to this rating, our office will be coordinating additional inspections / reports in conjunction with the Mill Pond Dredging project.

2. GENERAL ENGINEERING

a. Tax Maps Updates

Neglia understands that the Borough of Park Ridge is considering updates to their tax maps to ensure compliance with the latest MODIV tax records and to comply with the current State regulations and standards for digital submission. Neglia has performed a cursory review of the current tax maps (26 sheets plus key map) and has estimated the changes that would have to be made to comply with the current Regulations and Standards of the State of New Jersey, Department of Treasury, Division of Taxation.

The current Borough tax maps are dated June 27, 2016, and they received formal certification from the State on June 1, 2017. We have received and reviewed the computer files for these maps, and they appear to have been created by digitizing the prior tax maps and then updated based on new subdivisions, etc. These files/maps will not be able to be submitted digitally to the State because they are not dimensionally or spatially correct. We would respectfully recommend the Borough consider authorizing our office to prepare new, geo-referenced, digital tax maps that can be digitally submitted for formal certification. Not only will this satisfy the update requirements and any future revaluation, but it will enable any future changes to be made more efficiently, and it will also provide an excellent digital base map that can easily be transferred into a Geographic Information System (GIS) database. Our office has submitted a proposal related to these services and is prepared to proceed accordingly should the Borough move forward with this project. It is our understanding that the Borough will be proceeding with this work. Work associated with the same will commence in July 2024.

b. NJDEP MS4 Infrastructure Mapping

Municipalities are now required to complete Infrastructure mapping in order to comply with the latest NJDEP's MS4 regulations. The Municipal Separate Storm Sewer System (MS4) is a conveyance or system of conveyances owned or operated by a municipality that carries stormwater that ultimately discharges to water of the state (including both surface water and groundwater) as defined in N.J.A.C. 7:14A-1.2. The submission of a map and electronic data with accurate stormwater infrastructure locations is now required by the MS4 permit effective January 1, 2023 for compliance by January 1, 2026. Submission to the NJDEP's designated electronic submission service will be completed as per the USEPA's NJDES Electronic Reporting rule at 40 CFR Part 127.

The previous MS4 permit required the GIS data submission of Stormwater Outfall locations only. The new and current Full MS4 Permit, effective January 1, 2023, states the following: "The permittee shall develop, update, and maintain an MS4 Infrastructure Map that delineates the location of the following stormwater features that are owned or operated by the permittee, including their associated attributes noted in parentheses."

It is important to note that only Municipal stormwater infrastructure is required for municipal submission to the MS4 permit. County and State stormwater infrastructure is to be provided by those entities.

Based on additional deliverable language, this Infrastructure Map needs to be provided to the NJDEP as GIS data, separated into various stormwater feature layers. Those required layers are shown below in bold, followed by Neglia's explanation of each one:

- i. MS4 outfalls (receiving surface water name, type of outfall); As mentioned, this was already been provided to the NJDEP as part of the previous MS4 Permit. There are 167 Outfalls located within the Borough of Park Ridge according to NJDEP records.
- ii. MS4 ground water discharge points (type); To be provided by the municipality, if applicable. This is the "lowest invert elevation of any stormwater facility where stormwater discharges into the surficial ground water aquifer."
- iii. MS4 interconnections (type into/from, entity);
To be determined via mapping. This means "any point at which an MS4 flows into or from another MS4."
- iv. **Storm drain inlets (type, catch basin present, label present, retrofitted)**; This will likely be the bulk of the necessary work required. This describes "the point of entry into the storm sewer system"
- v. **MS4 manholes**;
- vi. Similar to 'Storm drain inlets', this will be a large portion of the features mapped.
- vii. **MS4 conveyance (type, direction of flow)**; Described as roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains. This will consist of line features, connecting storm drain inlets, manholes, outfalls, and any additional stormwater facility.
- viii. **MS4 pump stations**; Provided as a feature point location to describe areas that alter the gravity conveyance of a storm system.
- ix. **Stormwater facilities (type)**; In addition to the features described above, detention basins and green infrastructure locations will be included as part of the overall stormwater conveyance.
- x. **Property boundaries of maintenance yard(s) and other ancillary operations (type)**: As determined by the municipality and this office, the following property locations will be noted: "a municipally owned or operated maintenance and storage yard, including but not limited to, fleet or maintenance shop with outdoor storage areas, impound yard, permanent and mobile fueling locations, salt/sand storage locations, and snow disposal areas."

It is this office's intent to provide the above-mentioned stormwater information to meet or exceed the NJDEP's requirements. Our office has provided a proposal for these services and is prepared to proceed should the Borough move forward with this project. It is our understanding that the Borough will be proceeding with this effort. Field work associated with the same will be commencing in June / July 2024.

c. Stream Erosion / Cleaning Issues – 191 Alberon Drive and 260 Knoll Drive

Over the past several weeks, our office has inspected two (2) separate issues within stream located either on Borough property or within a Borough easement. Below is a summary of said findings:

•191 Alberon Drive: a section of the Mill Brook traverses through property owned by the Borough. The homeowner at 191 Alberon Drive reached out to the Borough to report that stream erosion has resulted in loss of his rear yard. Based upon site inspections and photographs provided to our office, the stream is eroding the rear yard of Mill Brook. However, at a minimum, we would recommend that a survey be completed to determine the extent of the property boundaries as they relate to the stream location and extent of erosion. Based upon preliminary review of this matter, potential solutions (i.e., bank stabilization) would likely require NJDEP permitting.

•260 Knoll Drive: the homeowner at 260 Knoll Drive has reported that blockages within the stream located within a Borough easement has resulted in flooding conditions within the rear yard. Additionally, stagnant water within the stream has resulted in mosquito breeding. It is our understanding that the homeowner has requested that the Borough clean the blockage to address the aforementioned issues. While we believe that this work could be completed under Permit-by-rule 5 – removal of accumulated sediment and debris from a regulated water by hand (N.J.A.C. 7:13-7.5), this would require engineering and construction oversight to ensure compliance with the abovementioned permit-by-rule.

Should the Borough wish to address and/or further evaluate the above matters, our office would prepare proposal(s) for the same.

d. Firehouse Roofing Repairs

We understand that damaged/ deteriorated roof coping has resulted in shingles becoming detached from the roof. Our office has engaged an architect to prepare bid/ solicitation documents for the repair of the firehouse roof. The bid solicitation documents have been completed. Our office has evaluated completing the same through a purchasing cooperative. At this time, should the Mayor and Council take no exception, we recommend that price quotes be obtained through the purchasing cooperative. The plans and specifications have been completed and we are awaiting receipt of quotes from contractors within the purchasing cooperative. On September 6, 2023, my office (including the Project Architect), met with prospective bidders for the project. A deadline for submission of quotes has been set for September 13, 2023. Assuming that pricing is acceptable, we anticipate construction of the proposed repair in Fall 2023. Our office has received quote amounts for the aforementioned project from the following Contractors:

- Lau mar Roofing Co. -\$21,000.00
- White Rock Roofing Co. -\$54, 810.00
- Northeastern Roof Maintenance -\$64,000.00

Our office has reviewed the submitted documents and has determined that the project can be awarded to Laumar Roofing Co. Our office will forward an award recommendation package for consideration at the upcoming Mayor and Council meeting (October 24, 2023).

This project was previously awarded at the October 24, 2023 Mayor and Council meeting. Work on the roof repairs commenced on November 27, 2023 and will be completed by the week of December 4, 2023. While this project is substantially complete, our office has requested that the Contractor address a difference in coloration between the existing facade and the completed repair resulting from Contractor damages.

e. NJDEP MS4 / Stormwater Audit

It is noted that the Borough will be undergoing a required NJDEP MS4 / Stormwater audit on June 6, 2024. Our office is preparing required documents / reports to ensure compliance to the maximum extent possible. Our office will meet with the NJDEP and coordinate this audit.

3. Grant Status:

PROJECT	GRANT/YEAR	ORD./RESO.	AMOUNT	STATUS	NOTES*
North 5 th Street Property Land Acquisition	2021 / 2022 Bergen County Open Space Land Acquisition Grant Program	TBD	\$95,000 Requested (50% matching grant)	Grant Award Notification Received; Awaiting Grant Award Letter and Agreement. Boundary and Subdivision Plan Complete . Grant extension submitted and obtained	Grant application by Bruno Associates with application coordination, exhibit preparation and presentations by The Neglia Group. Phase I and Phase II environmental studies complete.
2023 Road Improvement Program	2023 MA NJDOT Grant	TBD	\$180,540.00	Grant Award Letter Received; Awaiting Grant Agreement Construction Complete	This includes Evelyn Street, DiBella Drive, and Windsor Drive. Construction Complete

- A discussion took place about Borough planted trees in public right of way that are lifting sidewalks. The Borough engineer stated how other municipalities do a tree removal program as part of their road programs. The Borough Engineer and Jim Hespe and a municipal representative can evaluate all the planted trees and determine based on severity of them producing a tripping hazard to be put on a list in order and incorporated into a road program. All in favor.
- 2. **Cyber Security**: Councilman Mintz talked about Cyber security requirements from the JIF. It would be about \$18,000 to lower our current deductible of \$110,000 to \$35,000. He will work with the technology committee and see how we can work toward getting to at least basic status.
- 3. **Pool Update**: Councilman Mintz updated everyone about the municipal pool and the paint chipping over the weekend. The pool is being drained and will be power washed and refilled.
- 4. **Camp**: Councilman Hoffman stated how we only have about 132 campers registered so far this year, half of what we had last year. We have about 14-16 counselors and 3 head counselors and about 20 CIT's. the Council would not like to turn away any CIT's and if doable with recreation budget have them work. One concern is that if we turn away CIT's this year, they may not come back next year, which could create a problem if registrations are high next year. The council liked the idea of offering the sale of individual weeks at \$125 per week but had been concerned of a week being overloaded and issue with refund request especially if it is rained out.
- 5. **PRAA**: Council President Ferguson stated the issue that everyone got an email about was resolved and that the PRAA is their own organization not controlled by the Council.

Open Work Session adjourned to Closed Session at 7: 50 pm

Councilman Mintz made a motion to adjourn and seconded by Councilman Hoffman to confirm. Motion carried unanimously.

Respectfully submitted,
Magdalena Giandomenico, Borough Clerk