

Approved February 12, 2019
Municipal Building
Park Ridge, NJ

MAYOR AND COUNCIL MEETING
WORK SESSION
January 22, 2019
6:50 P.M.

Present: Councilmembers: Capilli, Mintz, Metzdorf, Farinaro, Ferguson, Epstein and Mayor Misciagna

Absent:

Also Present: Julie Falkenstern, BA
Carmine Alampi, Esq.
Magdalena Giandomenico, Borough Clerk
Durene Ayer, CFO
Dan Lee, PE, Borough Engineer

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

On a motion made by Councilman Mintz and Seconded by Councilman Ferguson to confirm. Motion carried unanimously.

I. Grant Writer Report

- a. Borough Administrator reviewed the December 17, 2018 – January 14, 2019 Grant Report, prepared by Bruno Associates, Inc.

Grant Work:

Sustainable Jersey

Issued grant alert for PSEG Foundation's Sustainable Jersey application for municipalities. Funding is to be utilized for local sustainability initiatives with a total available amount of \$200,000. Awards will be broken down into four (4) \$20,000 awards, eight (8) \$10,000 awards, and twenty (20) \$2,000 capacity building awards to support local green teams. To review interest with Borough Administrator and determine potential eligible project. Application is due by February 15, 2019.

Green Acres

Issued official notice for 2019 Green Acres. Notice included basic details of eligibility, funding amounts, and match requirements. To set meeting for next couple weeks to determine interest and possible project. Application is due March 30, 2019.

Bergen County CDBG

Alerted Park Ridge regarding the mandatory attendance at the upcoming Bergen County CDBG Workshop on Sept. 14th. A member of the municipality must attend, otherwise the municipality

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will not be eligible. Attended CDBG Seminar in Hackensack on behalf of Park Ridge. Two projects selected: Golden Age Club Community Outreach Program (Luncheons) and Road Resurfacing. Met with Borough Administrator and board members of Golden Age Club Wednesday, November 7th to review initial decisions; changed scope and discussed details and open-ended information to finalize application. Project will benefit food pantry while providing support services for senior citizens of Park Ridge, meeting eligibility of project. Application successfully submitted 11/29/2018 with \$6,000 request. Collaborated with engineer and Borough Administrator to gather information for Road Resurfacing Project. Selected roads were Linden Avenue and Roland Street. Gathered and organized materials along with narratives for application. Completed and acquired resolutions for specified projects. Application successfully submitted 12/6/2018 with request of \$113,186.40.

Fire Prevention & Safety (FP&S)

Grant alert issued. Met with Fire Chief 11/19/2018 to discuss details for project. Determined eligible project and gathered initial information. Prepared narratives and gathered questions for review with Chief for final stages. Discussed via phone conference 12/11/2018. Collaborated with Chief to review details and finalize short answers prior to submission. Application successfully submitted on 12/19/2018 with a request amount of \$10,100 to enhance the current Fire Safety Awareness Program.

Firehouse Subs Public Safety Foundation Grant

Grant alert issued. Discussed details with Chief at 11/19 meeting. Gathered and finalized all necessary documentation with Chief's assistance. Completed narratives and required information for online application. Collaborated with Chief to ensure accuracy and receive approval prior to submission. Successfully submitted application on 11/26/2018 with request of \$8,250 for specific thermal imaging camera.

Staffing for Adequate Fire and Emergency Response (SAFER)

Grant alert issued. Quick discussion with Chief – interested (10/18/2018). Discussed early phases of project at 11/19 meeting on what to apply for once official notice is published (initial announcement date set for November 12, 2018, but anticipating delay due to delay of FP&S announcement). Announcement of official notice is still on hold as of January 2019.

21st Century Redevelopment Plan

Grant alert issued 12/5. Program aims to help repurpose or redevelop vacant lots to aid in economic development. To determine if the Borough has eligible locations and has interest. Funding is on a first come first served basis with a final deadline of March 4, 2019.

Applications Pending Award:

Staffing for Adequate Fire and Emergency Response (SAFER)

Completed the application and submitted it on 04/19/2018. The request was \$49,790. Announcement of the award is pending.

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Bergen County Open Space Trust Fund

The application for the basketball court park improvements at Sulak Lane Park was submitted on June 15, 2018. The total project cost is \$264,240. An award was recommended by the county in the amount of \$82,147.00.

NJ Transportation Alternatives Program (NJTAP)

The application was submitted on August 23rd. The subject of the TAP application is the Park Ridge Walking Trail Improvements. The amount of the request is \$100,200. Announcement of the award is pending.

Safe Routes to School (SRTS)

Application submitted 9/18/2018 for the amount of \$769,809.20 for safety improvements to benefit East Brook and West Ridge Elementary Schools. Announcement of award is pending.

Municipal Aid

Issued a grant alert announcing that 2019 Municipal Aid is open. Requested project ideas for applications due October 8th. Project idea selected for surface improvements to North 5th Street (Titled MA-2019-North 5th Street-00401) from Colony Avenue to Louville Avenue. Examples of improvement include: milling and paving of roadway, construction of concrete curbs and installation of guiderails adjacent to culverts to increase capacity and promote new drainage. Worked closely with engineer and Borough administrator to gather information (necessary facts and figures, photographs, budget information) to complete application. Utilized information provided by engineer to develop project scope and detail safety measures. Total amount requested: \$485,339.10. Application completed and submitted on October 4, 2018. A copy of the application was sent to all parties involved. Updated Green Sage/Blue Sage contact lists to reflect the updates provided by Borough Administrator. Announcement of award is pending.

FEMA Assistance to Firefighters Grant

Shared information with Borough Administrator and Fire Chief. Participated in training seminar provided by FEMA to better familiarize with the grant and submission process. Contacted Fire Chief and provided list of required information (statistics related to last 3 years) to input into application. Carefully studied prior application and framed convincing narrative argument. Researched and gathered additional information needed to describe request. Request consists of \$10,500 in equipment (ropes, harnesses, pulleys, etc.) and \$21,600 for new SCBA to increase the supply for new hires and/or current firefighters that do not have requested gear. Total request is \$32,100. Reviewed application with Chief for approval. Application successfully submitted 10/19/2018. Announcement of award is pending.

Bergen County CDBG

Submitted two applications on behalf of the Borough through careful collaboration. First request is specific to The Golden Age Club for a community outreach program that involves luncheons at the Florentine Gardens four times a year. Program will benefit the local food pantry as well, as donations of goods will be required with admission. Request is \$6,000. Application submitted 11/29/2018. Second application is Road Resurfacing Project specific to Linden Avenue and Roland Street for road improvements. Both streets are within low-mod block group required for project. Application submitted 12/6/2018 with request of \$113,186.40. Announcement of award is pending.

Fire Prevention & Safety (FP&S)

Submitted application on behalf of the Park Ridge Volunteer Fire Department in the funding request of \$10,100. Project includes materials and equipment to enhance the current Fire Safety and Awareness Open House event held each October. Request included funding for mechanical products, advertising materials, etc. to bolster the program's current success and reach a wider audience. Application was successfully submitted on 12/19/2018. Announcement of award is pending.

II. Water Rate Ordinance

- a. Councilman Mintz discussed how having a wet summer resulted in low water usage, however, we still had the costs of upkeep from fixing the wells and adding the necessary chemicals cost money. After reviewing the proposed ordinance and rate increases, the Auditor recommended a 4% increase. Mayor Misciagna stated that they requested 6% and after CFO and Auditor review, the recommendation came back at 4%. A discussion ensued.
- b. Council President polled the Council to introduce an ordinance on 2/12/19 for a 4% water rate increase. Affirmative: Capilli, Metzdorf, Epstein, Mintz, Ferguson, Farinaro

III. Electric Substation

- a. Councilman Farinaro stated how the Utility Board is requesting the property by the bank. Mayor Misciagna stated the reluctance would be taking away parking by designating the whole parking lot for a substation when parking is already an issue. Council President agreed.
- b. The Mayor discussed how this has been discussed for a decade now. It would make each side of the town run separately and if there was a downfall on one side the other one can power it. Due to the economical strains of budgets, this would be a luxury to have and not a priority.
- c. It could be explored for Utility to buy house on Broadway and make that into a substation or down the line possibly purchase property from the Borough.

IV. Memorial Field Lights

- a. Councilman Farinaro detailed how the current lights are not sufficient to light the field and that the poles are old and sway with the weather. Also, a special lift needs to be rented in order to reach the lights. The Mayor asked if this could be part of

infrastructure upgrades when the field is being worked on and if it has to be all done at once. Borough Engineer stated that currently one of the poles has to be moved and replaced because of their location. He would look at the cost and work would not start until Oct/Nov. The mayor asked Councilman Farinaro to speak to the Utility Board about contributing portion of the funds for the poles and lighting.

V. Taste of Park Ridge

- a. Mayor Misciagna spoke about the 125 year anniversary of Park Ridge and different town events. Liz Falkenstern will help along with the Recreation Board. Mayor Misciagna asked which Councilmembers would like to join the committee: Mintz, Farinaro and Epstein will be on the committee.

VI. Basketball Court

- a. Borough Engineer stated that construction would start by June if all goes well. .

VII. Council Chambers

- a. Council President Capilli discussed upgraded to the Council chambers and the need to refresh the paint. Also, to solicit quotes for putting the unused tv on the wall and the programs to show plans during planning and zoning board meetings.

VIII. Engineer's Report - Date of Report: January 17, 2019

1. PARK AVENUE BRIDGE REPAIR (EAST OF BOROUGH HALL)

The plans were substantially complete on November 5, 2018. We have selected and are designing a more esthetic finish that fits within the construction budget. We anticipate going out to bid this year with construction commencing in the spring.

2. MILL POND – NJDEP DAM SAFETY ANALYSIS

The Emergency Action Plan and Operation and Maintenance Manual language have been updated. The inundation mapping remains to be completed. Draft copies of the Emergency Action Plan and Operation and Maintenance Manual were submitted and accepted by the NJDEP for preliminary review while the inundation mapping is being completed. Once the inundation mapping is approved, we anticipate the NJDEP will require fully updated inundation mapping with new hydraulic studies.

3. PARK AVENUE – ROADWAY IMPROVEMENTS / CENTERLINE SKEW

The concept plans have been approved by Lt. Mauro and Bill Beattie. We are coordinating a meeting with Bergen County Engineering to obtain their approval. Ultimately, the concept dimensional plan should be provided to the designer of the Park Avenue Streetscape project.

4. PARK AVENUE – COUNTY CO-OP PAVING/ADA IMPROVEMENTS FROM KINDERKAMACK TO PROSPECT

Prior to paving this section of Park Avenue, the County requires all handicap ramps be upgraded. The County provides a grant program that covers 100% of construction costs and a percentage of design and construction administration costs. We met

with Jaison Alex of Bergen County on October 10, 2018 to review ADA ramp replacement. Bergen County confirmed our list of anticipated repairs. NEA is preparing a final construction cost estimate and a proposal for Engineering and Construction Administration. The Borough must enter into an agreement with the County for the ADA ramp repair. At that time, we recommend the Borough pursue getting this section of Park Avenue on the County's paving list.

5. 2019 ROAD IMPROVEMENT PROGRAM COST ESTIMATES

As requested, NEA prepared estimates for the 2019 Roadway Improvement Program with the goal of taking advantage of early bid prices in 2019. The cost estimate currently contemplates resurfacing approximately 9,000 LF of roads, see list below. NEA recommends including additional roads from the 2020 list in the event the project receives favorable bid prices. NEA will provide a proposal to perform the Surveying, Engineering, Permitting, Bidding and Construction Administration services, if desired.

<u>No.</u>	<u>Street Name</u>	<u>Approx. Length (LF)</u>
1	Bari Lane	310
2	Vitmar Place	1,525
3	Grobel Place	1,855
4	Capri Terrace	1,900
5	Knoll Drive	2,330
6	Clayton Court (Add)	240
7	Wortendyke Road (Add)	320
8	Orchard Road (Add)	475
Total		8,955

Design and Bidding Services on December 11, 2018. The survey is anticipated to be complete the week of January 21, 2018, plan design and permitting is scheduled to follow immediately. We respectfully request authorization for the Phase II – Permitting portion of our proposal. The target construction completion is June 2019.

7. MEMORIAL FIELD – TURF REPLACEMENT / REPAIR

As requested, at the March 27, 2018 Mayor and Council Meeting, our office reviewed the possibility of expanding the existing soccer/baseball field at Memorial Field to accommodate a regulation high school football field. There is sufficient area to expand the field to accommodate same. In order to do so, the playing surface would need to be expanded approximately 60' to the north in addition to removal of mature trees and relocation of the existing playground and picnic equipment. As requested, NEA prepared a concept sketch and cost estimates for the turf replacement and expansion and attended a pre-application meeting with the NJDEP to confirm required permitting for same. The anticipated timeframe is approximately 12-14 months from design authorization to completion of construction. NEA will provide a proposal to perform the Surveying, Engineering, Permitting, Bidding and Construction Administration services, if desired.

8. ELECTRIC LAKE DREDGING

As requested, NEA prepared a preliminary cost estimate and proposal for Surveying, Engineering, and Permitting services for dredging Electric Lake (Mill Pond).

9. POLICE DEPARTMENT SHOOTING RANGE

As requested, we met with Lt. Mauro on December 11, 2018 to review the potential upgrades to the shooting range roof and walls. We also received specifications for some of the potential upgrades from Action Target on January 4, 2019. We are currently coordinating with our structural engineers to determine the approximate construction costs associated with the upgrades to the building.

10. GLEN ROAD BRIDGE / CULVERT

Per information prepared by Brooker Engineering and provided to the Borough, the Glen Road Culvert / Bridge requires structural improvements. An NJDOT grant was received by the Borough which is expected to expire within 90 days

pending receipt of a letter from the NJDOT. To date, this letter has not been received by the Borough.

As requested by the Borough, Neglia Engineering Associates secured the bridge engineering sub-consultant services on behalf of the Boroughs of Park Ridge and Woodcliff Lake to evaluate the bridge's current condition and provide an engineer's estimate to repair the bridge. On March 14, 2018, the final report was issued to the Borough from our office for review and consideration by the Governing Body. The report offered the following design considerations:

RECOMMENDATION	APPROXIMATE BUDGET!	SERVICE LIFE
Bridge Replacement	\$1,180,000	40 years
Bridge Rehabilitation	\$700,000*	25 years

! These budgets do not include any soft costs and do not include budget to repair the existing leaking water main and guiderail.

* At the time of the analysis, existing bridge construction drawings could not be located. The bridge conditions uncovered during construction could lead to unknown conditions requiring budgetary exceedance. If the bridge documents could be located by either Boroughs, these unknowns and potential exceedances could be limited

At this time, we would respectfully request that the Borough Water Department address the existing water main leak occurring and that the Borough Department of Public Works (Woodcliff Lake and / or Park Ridge) address the lattice, bridge fall protection railing. In addition to these priority improvements, the Boroughs would need to address in 2019 the existing bridge scour that is occurring now. The Bridge Rehabilitation / Bridge Replacements should occur within the bridge's service life timeframe of three years (Early 2021)

The application seeks funding to supplement the 2015 NJDOT MA grant already received by the Borough of Park Ridge.

11. GRANT STATUS

PROJECT	GRANT/YEAR	AMOUNT	STATUS	NOTES
Park Ridge Train Station	2009 NJDOT MA Grant	\$79,000	Final reimbursement pending.	Closeout documents submitted 11/13/18.
Park Avenue ADA Curb	2015 Bergen	\$129,131	Construction complete.	NEA working with Borough

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Ramp Reconstruction	County ADA Coop		Reimbursement requested.	CFO and Administrator to closeout.
Glen Road Culvert	2015 NJDOT MA Grant	\$149,000	Contract to be awarded	Pending coordination with Woodcliff Lake ("WL") additional grant. WL submitted LAIF grant.
ADA Improvements at Borough Hall	2016 CDBG Grant	\$42,125	Reimbursement Pending	Reimbursement requested 8/14/18
Mill Road (Section 2) (Grand to Mallon)	2016 NJDOT MA Grant	\$150,000	Final reimbursement pending.	Closeout documents submitted 11/13/18.
Park Avenue Streetscape (Pascack to Kinderkamack)	2016 NJDOT SSTT Grant	\$220,000	Contract to be awarded	This project needs to be designed and awarded. Concept design in progress.
Park Avenue Streetscape (Same project as above)	2016 TAP Grant	\$357,000	Contract to be awarded	This project needs to be designed and awarded. Concept design in progress.
Mill Road Phase 2 Additional Funding (Mallon to Quackenbush)	2017 NJDOT MA Grant	\$150,000	Contract to be awarded	(*)Recommend including with other projects for economies of scale.
Mill Road (Section 4) (Quackenbush to Pascack)	2018 NJDOT MA Grant	\$138,822	Grant Awarded 6/5/18. Contract must be awarded by 2/21/20	(*) Stand-alone proposal previously provided to the Borough.
Sulak Basketball Court	2018 CDBG Open Space Trust Fund	\$132,120 Requested	50% match grant approved for \$82,147	Total estimated construction cost is \$264,240 for HS size BB court. Phased scope required.
2018 CDBG Road Program (Terrace Street, Oakland Street, Woodland Street)	2018 CDBG Grant	\$83,563	Grant award pending. Expected Fall 2018.	(*) Survey, Engineering and Construction Administration proposal required.
2019 CDBG Road Program (Linden Avenue, Roland Street)	2019 CDBG Grant	\$113,187	Grant Applications due December 7, 2018.	Grant application being prepared by Bruno Associates

(*) We recommend these projects be combined for better economies of scale through design, bidding and construction. Our office can provide a combined proposal for survey, engineering design and construction administration services should the Borough wish to proceed with any combination of these three projects. Our proposal would have a reduced scope for the Mill Road Phase 2 Additional Funding portion, since that has already been designed by Brooker Engineering.

Open Work Session adjourned to Closed Session at 7:48 pm

On a motion made by Councilman Mintz and Seconded by Councilman Farinaro to confirm.
Motion carried unanimously.

Respectfully submitted,



Magdalena Giandomenico