

MAYOR AND COUNCIL MEETING
WORK SESSION
March 23, 2021
6:45P.M.

Present: Councilmembers Capilli, Cozzi, Epstein, Fenwick, Ferguson, Metzdorf, and Mayor Misciagna

Absent:

Also Present: Julie Falkenstern, BA
Magdalena Giandomenico, Borough Clerk
Durene Ayer, Borough CFO
Anthony Bocchi, Esq. Borough Attorney
Greg Polyniak, Borough Engineer
Jeff Bliss, Borough Auditor

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

- I. **Federal COVID Relief:** Councilman Capilli asked for a discussion as to how the awarded monies should be allocated when the funds come in within the set guidelines.
- II. **Resolution on Marijuana Bill:** Councilman Capilli spoke about how the current State legislature, Senate Bill 3454 (also known as Assembly Bill 5342), prohibited law enforcement from contacting the minor's parent or guardian to advise them of the minor's possession or consumption of marijuana and how he would like the Council to consider a resolution urging the legislature to amend the bills to include parental notifications. A discussion ensued. Mayor Misciagna and Councilman Fenwick would be in favor. Mayor Misciagna asked for an informal poll and all are in favor. Borough Attorney and Council President Epstein would work on crafting something.
- III. **Administrator Report** Borough Administrator Falkenstern updated the Mayor and Council on:
 - a. Community Center: Provided a progress of the work on the community center.
 - b. Park Ave Paving: Will proceed during Spring 2021.
 - c. Federal Grants: Congressman Gottheimer forwarded information on different grants and the Borough will review which ones we are applicable to submit for.
 - d. Open Space: We use monies from Open Space budget for Jacobson landscaping for beautification and weeding of areas in the town. Councilman Fenwick asked if the price will be the same as last year, Borough Administrator stated that he charges at cost and does not make any money on it.

IV. Introduction of 2021 Budget

- i. Councilman Metzdorf discussed the budget that will be proposed for introduction. The 2021 budget increase on the average house priced \$476,000 comes out to \$83 increase, 2.45% municipal increase over last year. Jeff Bliss said the tax levy is only up 1.1% and the Borough lost \$21million in assessed value because reduction in Sony went down. The Borough is below the levy cap. Councilman Fenwick added that whatever we get from the federal government for COVID relief will be used to offset budget once we know the regulations and that \$1.2-million-dollar surplus on the books. Borough CFO stated that statutorily we need to introduce the budget by the April 13th meeting, and we have days to amend the budget by May 11, 2021 when the budget will be adopted.

- V. PRAA:** Councilman Ferguson spoke about how the field fees will be adjusted for the April 13, 2021 meeting. Borough Administrator stated the camp fees will be on the same resolution.

- VI. Senior Citizen Committee:** Councilman Cozzi spoke about petty cash for the senior citizens and Golden Age and how the approval limit is \$100 and they would like to have it increased to \$200. Councilman Cozzi also spoke about brochures to highlight programs that are offered by the Golden Age and maybe the Borough can do a PSA through PKRG and electronic outreach to join the groups. Borough CFO stated that there was a resolution that was passed in the beginning of the year to increase the petty cash and she filed an application with the Community Affairs and we are now waiting back on approval.

- VII. PKRG:** Councilman Ferguson stated the Howard has been developing an idea for a PSA to encourage residents to get vaccinated against COVID-19. Dr. William Moss, executive director of the International Vaccine Access Center at Johns Hopkins University, the geneticist, Heidi Moss would be speaking in PSA. As long as the Dr is licensed and the Borough previews the PSA for approval, all are in favor.

- VIII. Recreation Committee Update:** Council President Epstein updated everyone on day camp and that it will be running for 5 weeks starting end of June. There would be no trips where the kids will be going on a bus, there will still be pool time and it will be increased to two days a week and bowling one day a week. The activities are being put together. Mayor Misciagna wanted to make sure the playground would be completed in time. Councilman Capilli announced summer extras through the schools will not be running this year per the announcement at the recent Board of Ed meeting. CDC will be putting out guideline for summer camp. Drive by Bunny will take place this weekend and a car show in the pool parking lot on May 1st.

IX. Engineer report dated March 16, 2021:

1. CAPITAL IMPROVEMENTS

a. PARK RIDGE COMMUNITY CENTER

The Borough is proceeding with the Community Center project. The geotechnical report was transmitted to the Borough and architectural consultant. We have determined that a survey prepared by Gallas Surveying Group was prepared for both the Downtown Redevelopment and the lot for the Community Center. The ALT A Survey for the property has been forwarded to our attention.

Our office was informed by both the architect and previous surveyor that the AL TA Survey for the property would not be permitted to be utilized by the Borough unless it is updated. We secured a proposal (dated November 16, 2020) from Gallas Surveying Group to update the survey. On January 07, 2021, we were informed by the Borough to authorize the survey preparation. Gallas Surveying Group proceeded with the project field surveying services on January 19, 2021. The finalized survey was issued to our office on January 25, 2021.

In early February, Neglia Engineering Associates confirmed utility connection locations with the Borough DPW, Water and Sewer, and Electric Department. We also prepared a draft grading plan to the project's architect utilizing the community center building footprint. Discussions ensued concerning the building's proposed access locations and existing site grades. A revised, draft architectural building footprint / floor plan was provided to the Borough on February 11, 2021 for review, consideration, and potential approval by the Borough prior to proceeding with the construction documents.

On March 03, 2021, the project architect provided the final building floorplan to permit our office to prepare the site plan, grading & drainage plan, and utility plan. These documents will be submitted to the project architect on March 17, 2021. This will permit the architect's office to proceed with the project construction documents.

b. 2020 ROADWAY IMPROVEMENT PROJECT

This roadway improvement project includes NJDOT Funded Split Rock Lane, Linden Avenue, and Roland Street, and Municipally Funded Terrace Circle, Warren Avenue, Birch Lane, Park View Drive, Oak Avenue, Brook Road, Colebrook Drive, Smith Avenue and Circle Drive as well as alternates Colony Avenue and Victor Hugo Street. The construction documents were approved by the NJDOT in late October 2020. This permitted the Borough to publicly bid the project.

A Resolution to Advertise and Bid Notice were submitted to the Borough. The Bid Notice listed the document availability and bid opening dates as November 13, 2020 and December 10, 2020, respectively. After the bid opening occurred and review and confirmation of available funds with the Borough CFO, our office issued a bid recommendation package for review and consideration by the Borough on January 15, 2021. The lowest bid received, when including all base bids and alternate bids, was submitted by 4 Clean-Up, Inc., P.O. Box 4098, North Bergen, New Jersey 07047, in the amount of Seven Hundred Eighty-Six Thousand Two Hundred Twenty-Three Dollars and Zero Cents (\$786,223.00).

The project was awarded at the January 26, 2021 Mayor and Council meeting. Project contracts were prepared and forwarded to the contractor the week of February 01, 2021. A pre-construction meeting was held on March 12, 2021. Per the pre-construction meeting, the contractor stated that construction is anticipated to proceed in late April / early May 2021.

c. NORTH 5TH STREET- NJDOT MUNICIPAL AID GRANT FUNDED

The Borough received a Year 2019 Municipal Aid Grant for North 5th Street from Louville Avenue to Colony Avenue. The grant was in the amount of \$207,000. We understood that the Borough wanted to include this roadway as part of the Year 2021 Roadway Improvement Project, but the terms of this Municipal Aid Grant require the project to be awarded by March 25, 2021. Not awarding this project by March 21, 2021 would lead to the potential loss of these grant funds and loss of future grant funds.

On October 19, 2020, our office issued a proposal to provide Surveying, Engineering, and Construction Management Services for the above referenced project. The preliminary engineer's estimate submitted to secure the NJDOT Municipal Aid Grant illustrated a project budget of approximately \$486,000. Therefore, the Borough would need to utilize capital improvement funds/ bond a portion of the project.

The Borough approved our office's proposal for this project at the November 2020 Mayor and Council meeting. Our office prepared the construction documents once we were authorized. The Bid Notice listed the document availability and bid opening dates as February 03, 2021 and February 25, 2021, respectively.

After the bid opening occurred and review and confirmation of available funds with the Borough CFO, our office issued a bid recommendation package for review and consideration by the Borough on February 26, 2021. The lowest bid received, when including all base bids and alternate bids, was submitted by Marini Brothers Construction, 9 Lafayette Street, Hackensack, New Jersey, in the amount of One Hundred Forty-Eight Thousand Six Hundred Five Dollars and Forty Cents (\$148,605.40).

The project was awarded at the March 09, 2021 Mayor and Council meeting. Project contracts were prepared and forwarded to the contractor on March 12, 2021. A pre-construction meeting will be held once the signed contracts and bonds are returned. We anticipate a Spring 2021 paving schedule.

d. 2021 ROADWAY IMPROVEMENT PROJECT

Our office understands that the Borough intends to proceed with a Year 2021 Roadway Improvement Program in the coming months. The road list for the Year 2021 Road Program are anticipated to include the following roads:

- Leach Avenue - MA 2021 Grant funded
- DiBella Drive - MA 2021 Grant funded
- Evelyn Street- MA 2021 Grant funded
- Windsor Drive - MA 2021 Grant Funded

- Midland Avenue - Municipally funded
- Randolph Street - Municipally funded
- Lakeview Avenue - Municipally funded
- Summit Street - Municipally funded
- Marti Road - Municipally funded
- Fairview Avenue - Municipally funded

e. MEMORIAL FIELD - TURF REPLACEMENT I REPAIR

The playground area to the north of the turf field is to be bid and reconstructed. During the week of February 01, 2021, our office supplied the Borough with the Resolution to Advertise and an engineer's estimate for potential bonding purposes. In addition, construction documents were prepared for the playground area. The Bid Notice listed the document availability and bid opening dates as February 26, 2021 and March 18, 2021, respectively. We anticipate that construction will proceed during Spring 2021.

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

Neglia Engineering Associates has prepared the engineering plans and specifications for this bridge repair and railing replacement project. We issued the final construction documents to the Borough on January 27, 2021 for review and comment by the Borough to ensure that all aesthetic bridge aspects were reviewed. The bridge railing will match that which exists to the west of Borough Hall to satisfy all applicable design standards and regulations. In addition, a Resolution to Advertise and Bid Notice were submitted to the Borough. The Bid Notice listed the document availability and bid opening dates as February 12, 2021 and March 11, 2021, respectively. The Bid Opening occurred on March 11, 2021 with our office issuing a bid recommendation package on March 15, 2021 after confirmation of available funds with the Borough CFO. We anticipate that project construction will proceed in Spring 2021.

h. 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 its grant deadline associated with the Year 2015 Municipal Aid Grant to determine the funding status.

At this time, the Borough of Woodcliff Lake has proceeded to prepare the project survey and NJDEP Land Use Permitting Package for the bridge. With the current COVID pandemic, the survey schedule has been delayed as access to the Bergen County Clerk's vault is restricted. This survey is to be prepared to understand each municipalities' responsibility (percentage of bridge in each Borough). Once the boundary survey is completed, an interlocal agreement can be prepared to address the project's funding. It shall be noted that it is anticipated that the NJDEP Land Use Permitting Package will be submitted to the NJDEP during Spring 2021.

i. MILL POND DAM- NJDEP DAM SAFETY COMPLIANCE

The Emergency Action Plan and Operation and Maintenance Manual language have been updated. Final copies of the Emergency Action Plan and Operation and Maintenance Manual have been submitted. Both submission items must be prepared and submitted to the NJDEP to ensure compliance. The NJDEP has indicated via phone conversations that once the inundation mapping is approved, they will require fully updated inundation mapping with new hydraulic studies.

At this time, documents are being gathered to prepare the inundation mapping. It shall be noted that both the inundation mapping and visual inspection report require site inspection and surveys to be performed. Recently melted snow cover delayed the required surveys and inspections. With the snow melted, both project tasks (Visual Inspection Report and Inundation Mapping) are proceeding.

2. GRANT STATUS

PROJECT	GRANT/YEAR	ORD./RESO.	AMOUNT	STATUS	NOTES*
Mill Road (Section 4) (Quackenbush to Pascack)	2018 NJDOT MA Grant	Ord. 19-10 (1) Reso. 019-061	\$138,822	NJDOT Closeout	NJDOT closeout submitted January 12, 2021 for final reimbursement
Glen Road Culvert	2015 NJDOT MA Grant	TBD	\$149,000	Design	Boundary Survey underway by Woodcliff Lake.
Park Avenue Streetscape (Same project as above)	2016 TAP Grant	TBD	\$357,000	Contract to be awarded	CME initiating design process.
Inter-Municipal Trail Park Ridge – Woodcliff Lake	2017 NJDEP Recreational Trails Program	Ord. 16-11	\$24,000 each Park Ridge & Woodcliff Lake	Construction scheduled	Construction to restart pending SUEZ and NJDEP action.
2020 Roadway	2020 MA	Ord. 20-05	\$215,000	Bid Phase	NJDOT funded roads

Improvement Program	NJDOT Grant			Occurring	include Split Rock Lane, Linden Avenue & Roland Street. Contract award deadline is November 21, 2021.
North Fifth Street (NJDOT Funded)	2019 MA NJDOT Grant – North Fifth Street	TBD	\$207,000	Design	NJDOT funded roadway project. Contract award deadline is March 25, 2021.
2021 Road Improvement Program	2021 MA NJDOT Grant	TBD	\$214,000	Grant Award Letter Received; Awaiting Grant Agreement	Roads include Leach Avenue, DiBella Court, Evelyn Street and Windsor Drive.
Memorial Field Playground Improvements	2020 Bergen County Open Space Grant	TBD	\$183,930 Requested (50% matching grant)	Grant Application submitted prior to 6/29/20 deadline.	NEA assisted with grant application submitted by Bruno Associates.

*Status of reimbursements to be confirmed by Borough CFO.

Open Work Session adjourned to Closed Session at 7:34 pm

On a motion made by Councilman Fenwick and Seconded by Councilman Capilli to confirm.
Motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Magdalena Giandomenico". The signature is written in a cursive style with a large initial 'M'.

Magdalena Giandomenico