

Approved, November 9, 2021

53 Park Ave
Park Ridge, NJ

MAYOR AND COUNCIL MEETING
WORK SESSION
October 26, 2021
6:48 P.M.

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

Absent:

Also Present: Magdalena Giandomenico, Borough Clerk
Julie Falkenstern, Borough Administrator
Anthony Bocchi Borough Attorney
Jeff Bliss, Borough Auditor
Connie Carpenter, CFO

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

- I. **2020 Audit and Corrective Action Plan:** Borough CFO Carpenter and Borough Auditor Bliss discussed the 2020 Audit results with the Mayor and Council as well as the 2020 Corrective Action Plan. The audit findings and recommendations were as follows:
 - a. Audit revealed the balance reported in the Other Trust Fund for developer escrow deposits is not in agreement with the subsidiary records as of December 31, 2020. Additionally, old inactive and deficit developer escrow deposits be reviewed and cleared of record. Recommendation -Construction Code Department permit fees be charged in accordance with the approved Borough fee ordinance.
 - b. Payroll: Finding -Our audit revealed the fixed asset inventory report was not updated for additions and deletions in 2020. Recommendation -The fixed asset inventory report be updated for additions and deletions on an annual basis at year end. Finding -Audit of payroll revealed the following: Police outside duty hourly rate payments to a certain individual were not made pursuant to the contract hours stipulated in the respective employee's contract. Retro payments made to certain employees were incorrectly calculated resulting in payments made in excess of the retro amount due. Unused sick and vacation payouts to certain employees were incorrectly calculated based on required work hours in respective employees' contracts.
 - c. Certain payments made by wire transfers were not processed through the purchase order system.
 - d. Audit of the Water and Electric Utility Operating Fund collections indicated that payment stubs for the month of September 2020 were not available for audit. Recommendation -Procedures be enhanced to ensure that all Water and Electric

Utility payment stubs are retained and made available for audit. A discussion ensued.

- Councilman Fenwick asked about the UCC Fees and the discrepancies in the Building Department. Borough Auditor explained that the UCC has fees in the system for certain permits and that what the Borough charges does not align. Borough Administrator explained that large developments get charged the maximum.

II. Best Practice: Borough CFO stated that for the 2021 Best Practice the Borough got a score of 21. The minimum score required not to lose any State funding was 15, so the Borough will not be losing any State funding.

III. Engineers Report:

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 ALTA Survey for the property has been forwarded to our attention.

Our office was informed by both the architect and previous surveyor that the ALTA Survey for the property would not be permitted to be utilized by the Borough unless it is updated. We secured a proposal 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 April 06, 2021, the project architect provided the final building floorplan to permit our office based upon the current site grading conditions as previously review by the Borough. With the receipt of this document, our office is proceeded with the construction documents. We issued our documents to the Borough and the project architect on May OS, 2021.

On May 12, 2021, a project meeting with the Borough and project architect occurred to review the project status and to review our office's final construction documents. At the meeting, the architect requested that the Borough provide final input with respect to their

schematic design documents. They intend to have their final documents completed within two months.

On June 28, 2021, a project coordination meeting was held with the Borough, project architect, project contractor, and our office to review the architectural and site plan documents. After that meeting, architectural and site plan submissions to the Planning Board Secretary occurred on June 30, 2021 for a Planning Board Courtesy Review Hearing to be scheduled on July 14, 2021. The Planning Board meeting occurred on July 14, 2021 as required per statute.

At this time, our office has completed the site/ civil engineering construction documents for this project. We understand that the Borough will schedule a final meeting with the project architect to review project programming. Once the meeting has occurred, construction documents will be prepared by the architect and their subconsultants.

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. The project contractor constructed sidewalk, curbing, ADA ramp, and stormwater inlet improvements. They also have proceeded and completed milling and paving on all roadways other than Oak Avenue.

During early July 2021, the project contractor paved Oak Street. All roadway paving was completed at that time. In early September 2021, the contractor repaired catch basin walls per the construction documents. Our office is prepared to close-out this project once directed by the Borough.

C. NORTH 5TH STREET- NJ DOT 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 have led to the 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 was held on April 09, 2021. Project construction proceeded the week of May 10, 2021. The contractor completed curbing and drainage improvements in mid-May 2021. Milling and paving was completed prior to the Memorial Day weekend. On June 18, 2021, we requested that the NJDOT perform its final project inspection. On October 13, 2021, our office received correspondence from NJDOT confirming that the above requested inspection has been completed and that no corrective work is required. At this time, our office is proceeding with preparation of municipal closeout documents and will subsequently complete the NJDOT closeout.

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 is 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

It shall be noted that the MA 2019 Grant project (North Fifth Street) was bid and awarded separately to satisfy the NJDOT March 25, 2021 award date deadline.

Per a letter, dated November 16, 2020 from the NJDOT, we understand that it is anticipated that the Borough will receive an NJDOT Municipal Aid Grant in the amount of \$214,000 for improvements to the roadways denoted above. We issued a proposal on January 19, 2021 for the NJDOT Municipal Aid Grant Funded roadways (Leach Avenue, Dibella Drive, Evelyn Street, Windsor Drive) for review and consideration by the Mayor and Council.

We understand that the Borough has been reviewing roadways to be included as part of this road program. These roadways would be in addition to the NJDOT MA 2021 funded roads as listed above. After this selection occurs, we are prepared to proceed with this project once authorized.

e. MEMORIAL FIELD - PLAYGROUND CONSTRUCTION

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.

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 March 26, 2021. The lowest bid received was submitted by Picerno-Giordano Construction, LLC, 200 Market Street, Kenilworth, New Jersey, in the amount of \$206,196.00.

The project was awarded at the March 31, 2021 Special Mayor and Council meeting. A pre-construction meeting was held on April 20, 2021. At the pre-construction meeting, the contractor informed that construction is anticipated to proceed in late May 2021 after the playground equipment is received from the supplier.

The playground equipment was delivered to the park in late May 2021. Drainage, playground equipment, and mulch installation occurred prior to June 18, 2021. On June 30, 2021, our office forwarded the municipal closeout package for review and consideration by the Governing Body. We understand that the Borough closed out the project at the July 13, 2021 Mayor and Council meeting.

Our office is prepared and submitted the Bergen County Open Space closeout package to permit the Borough to receive its outstanding grant funds. We have requested financial documents from the Borough associated with this project. Once the documents are received, we would submit the package to Bergen County Open Space to permit the Borough to receive its outstanding grant funds.

Substantial flooding occurred across the Memorial Field / Borough Hall Complex during Tropical Storm Ida. The playground fall protection surface was damaged during the storm. Our office secured a State Contract budget to replace the previous wood chip surface with a rubberized system. At this time however, due to the high cost of the same, the Borough DPW previously ordered wood chip surfacing and replaced the same at the Memorial Field Playground.

F. MEMORIAL FIELD - SCOREBOARD & TURF REPLACEMENT/ REPAIR

On March 12, 2021, a meeting was held at the field with the Borough's electric department, the project contractor, and Borough Administrator, and our office to coordinate the scoreboard construction. It was determined that the electric department will coordinate the scoreboard construction with the project contractor directly. The scoreboard installation / fabrication occurred on May 06, 2021 with the controls delivered to the Borough.

On May 26, 2021, our office met with the Borough to review open items with respect to the field. Those items included an inset home plate, a striped turf pitcher's mound instead of the inset pitcher's mound, and throw/ surface bases instead of the current breakaway bases. Our office secured and forwarded a change order from the contractor to address these items on June 30, 2021 for consideration at the July 13, 2021 Mayor and Council meeting. The unused funding / budget reduction for the Memorial Field Playground project would be utilized fund these field improvements. This change order was authorized by the Mayor and Council.

Substantial flooding occurred across the Memorial Field/ Borough Hall Complex during Tropical Storm Ida. The field surface was damaged during the storm. Our office secured and forwarded a State Contract budget to replace the turf surface from Field Turf. Neglia Engineering Associates understands that the first reading of the bond ordinance associated with the State Contract budget to replace the turf surface from Field Turf occurred at the October 12, 2021 Mayor and Council meeting. At this time, our office is coordinating the scheduling of this work, along with the shop drawing review process, in an effort to expedite this project to the maximum extent practicable.

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.

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 March 15, 2021. The lowest bid received, when including all base bids and alternate bids, was submitted by OnQue Technologies, Inc., 297-146 Kinderkamack Road, Suite 101, Oradell, New Jersey, in the amount of \$128,973.00.

The project was awarded at the March 23, 2021 Mayor and Council meeting. Project contracts were prepared and forwarded to the contractor shortly thereafter. A pre-construction meeting was held on May 14, 2021. Construction activities proceeded the week of June 21, 2021 and are ongoing. The contractor has completed all bridge/sidewalk/paver improvements excluding the bridge railing in August 2021. The railing is on order with the manufacturer, but current supply shortages have caused rail receipt delays. Once the railing is received, it will be installed with the project being closed out shortly thereafter.

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 municipality's 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. Our office submitted the NJDEP Land Use Permitting Package on April 20, 2021. The NJDEP has a 120-day completeness and technical review timeframe. During this timeframe, our office along with our geotechnical engineering subconsultant will prepare and finalize the construction documents. Construction and bidding documents have been completed and are currently available for contractor pick-up. The bid opening for this project is scheduled for November 18, 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.

The Visual Inspection Report was submitted to the NJDEP for its files and review on May 27, 2021. The Inundation Mapping has a completion deadline of October 31, 2021. The report will be submitted prior to this deadline.

j. SULAK LANE BASEBALL FIELD REPAIRS

Substantial damage was incurred to the Sulak Lane Baseball Field during Tropical Storm Ida. As such, on October 8, 2021, our office solicited quotes to complete the necessary repair work to restore the field (removal of the top six (6) inches of clay and replacement of the same). The lowest of the responsive quotes received was from Natural Green Lawn Care, 795 East Main Street, Bridgewater, New Jersey, in the amount of \$42,120.00, which would include dumping of the existing clay at the DPW yard. Our office is reviewing this quote submission and an award recommendation package will be submitted to the Borough for review and approval on October 20, 2021. Should the Borough approve this work, our office would notify the contractor to proceed with work, with an anticipated completion date of March 15, 2021.

2. GRANT STATUS

| PROJECT | GRANT/YEAR | ORD./RESO. | AMOUNT | STATUS | NOTES* |
|---|-----------------------------|-------------|------------------|------------------------|-------------------------------------|
| Glen Road Culvert | 2015NJDOT MA Grant | TBD | \$149,000 | Design | NJDEP Land Use Permitting Submitted |
| Park Avenue Streetscape (Same project as above) | 2016 TAP Grant | TBD | \$357,000 | Contract to be awarded | CME initiating design process. |
| Inter-Municipal | 2017NJDEP | Ord. 16-11 | \$24,000 | Construction | Construction to restart |
| Trail Park Ridge - | Recreational Trails Program | | each Park Ridge& | scheduled | pending SUEZ and NJDEP action. |
| Woodcliff Lake | | | Woodcliff | | |
| | | | Lake | | |
| 2020 Roadway | 2020MA | Ord. 20- 05 | \$215,000 | Bid Phase | Construction |

| | | | | | |
|--|--|-----|--|--|--|
| | | | | | substantially completed |
| Improvement Program | NJDOTGrant | | | Occurring | |
| North Fifth Street (NJDOT Funded) | 2019 MA NJDOT Grant - North Fifth Street | TBD | \$207,000 | Design | NJDOT funded roadway project. Construction substantially completed |
| 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. Contract award deadline is Nov. 21, 2021 |
| 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. | Construction substantially completed |
| North Fifth Street (NJDOT funded) | 2022 MA NJDOT Grant – North Fifth Street | TBD | TBD | Grant application due July 1, 2021 | Grant Preparation by Bruno Associates underway |

*Status of reimbursements to be confirmed by Borough CFO

IV. Tax Appeal-Hornrock: Borough Attorney Bocchi stated that the tax appeal is scheduled for November 10, 2021, in person.

Open Work Session adjourned at 7:10 pm

Councilman Fenwick made a motion to adjourn and seconded by Councilman Ferguson to confirm. Motion carried unanimously.

Respectfully submitted,

Magdalena Giandomenico
Borough Clerk