

53 Park Ave
Park Ridge, NJ

MAYOR AND COUNCIL MEETING
WORK SESSION
April 26, 2022
6:47 P.M.

Present: Councilmember Fenwick, Councilmember Cozzi, Councilmember Capilli, Council President Metzdorf and Mayor Misciagna

Absent: Councilmember Ferguson

Also Present: Magdalena Giandomenico, Borough Clerk
John Schettino, Esq., Borough Attorney
Connie Carpenter, Borough CFO
Julie Falkenstern, Borough Administrator
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.

1. **2022 Budget Summary:** Borough Auditor reviewed the 2022 Budget Introduction overview report. The Borough is using \$1.3 million of surplus to offset part of the tax increase. Revenues are down, also the assessed value went down, which automatically triggers the tax rate to go up. The estimated tax increase is about \$133 on the average assessed home of \$474,000. Discussion ensued.
 - a. Councilmember Fenwick stated that the previous version of the budget did not have all of the American Rescue money in it. He was wondering why the budget would account spending money on the property behind Peppercorn's, when it can possibly be reimbursed by green acres. He questioned why the purchase of the property was listed as a capitol improvement. Mr. Bliss stated that it is in the capital improvement fund, and we can use it to reduce debt elsewhere.
 - i. Mr. Bliss stated that currently the Borough is using a lot of their surplus in this budget and if we go not regenerate the surplus this year through revenues, we will have to use other sources. It is not responsible to max out all the town's revenue.

Mr. Bliss left 7:21pm

- Councilmember Fenwick stated he would like to use more of the surplus to off set the tax impact on the residents. Council President Metzdorf stated he prefers using the guidance of the Borough professionals and after his conversation with Mr. Bliss, it would be an unsound fiscal move to further deplete the surplus. Borough Acting CFO stated she is not comfortable using more surplus and

recommends not doing so. Moody's and other government agencies recommend having at least 15% of the surplus and the borough is currently lower.

- Mayor Misciagna stated that \$11 a month increase allows the Borough to prepare for the worse financially and provides a fiscally sound budget. He will defer to the professionals for their financial input.
- Councilmember Fenwick stated that he wanted a total of \$200,000 used of the surplus as he stated in the initial budget meeting. Councilmember Fenwick also stated that he thinks now might not be the time to higher another officer.

Mr. Schettino and Councilmembers Capilli joined at 7:30pm

2. **Engineer's 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 Group 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 05, 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. A project programming meeting occurred on November 10, 2021 to review interior building finishes. It is our understanding that the Project Architect is working with the Borough to finalize the overall design intent. Our office is prepared to review the final design intent as it relates to the site / civil engineering construction documents once this has been finalized.

b. 2022 ROADWAY IMPROVEMENT PROJECT

Our office understands that the Borough has selected roads and intends to proceed with a Year 2022 Roadway Improvement Program in the coming months. As directed by the Borough, the road list for the Year 2022 Road Program includes the following roads:

- Leach Avenue - MA 2021 Grant funded
- Di Bella Drive - MA 2021 Grant funded
- Evelyn Street - MA 2021 Grant funded
- Windsor Drive - MA 2021 Grant Funded
- Fairview Avenue - Municipally Funded
- Sibbald Drive - Municipally Funded
- Hall Court - Municipally Funded

The Borough has provided a selection of roadways to be included in the 2022 road program. These roadways include the NJDOT MA 2021 funded roads as listed above. Estimates for the above roadways were previously provided for review. Our office issued a proposal for design and construction management related to the selected roadways on April 14, 2022. To expedite the preparation of design and construction bid documents, our office is prepared to proceed with the work immediately. It shall be noted that non-NJDOT funded roadways may be bid as alternates based upon available funding. Please note that the contract award deadline for each of the aforementioned NJ DOT-funded roadways is November 21, 2022.

c. 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 6, 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 Group 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. Replacement of the Memorial Field turf is complete and the field is currently being utilized.

d. 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.

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 NJDOT has issued comments related to the overall design. NJDEP has confirmed that all documents submitted with respect to this project are acceptable and that their comments have been satisfactorily addressed. At this time we are awaiting final permit documents from NJDEP. Upon receipt of the same, the project will be bid.

e. 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 was completed and submitted to NJDEP prior to the October 31, 2021 deadline. Our office has received comments from NJDEP related to the documents that were previously submitted. These comments were addressed and were resubmitted to NJDEP for review on December 31, 2021.

f. 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. This project has been completed and the field is currently being utilized.

g. NORTH 5TH STREET (SECTION II)- NJ DOT MUNICIPAL AID GRANT FUNDED

Neglia Group provided a proposal to provide Surveying, Engineering, and Construction Management Services for improvements along North 5th Street (Section II). We understand that the Borough has received a Year 2022 NJDOT Municipal Aid Grant in the amount of \$206,000 to construct roadway improvements along 5th Street from Colony Avenue to West Grand Avenue in the Borough. Our office has completed the initial design and construction documents and submitted the same to NJDOT for review on March 1, 2022. We anticipate receiving final NJDOT comments in the near future. Our office has received approval from NJDOT to bid this project. This public bid notice has been issued for publishing. All bid construction documents are completed and are available for pick-up from our office on April 22, 2022. The bid opening will be conducted on May 24, 2022.

Grant Status

PROJECT	GRANT/YEAR	ORD./RE SO.	AMOUNT	STATUS	NOTES*
Glen Road Culvert	2015 NJDOT MA Grant	TBD	\$149,000	Addressing NJDEP design comments	NJDEP Land Use Permitting Submitted. Project to be bid ASAP based upon approval from NJDEP.
North Fifth Street - Phase II (NJDOT Funded)	2022 MA NJDOT Grant - North Fifth Street	TBD	\$206,000	Design	Grant Preparation by Bruno Associates.

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 November 21, 2022.
North 5th 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	Grant application by Bruno Associates with application coordination, exhibit preparation and presentations by Neglia Engineering Associates

3. **Utility:** Council President Metzdorf stated that the Council will be award a bid for the temporary well treatment at well 14 & 18. Greener by Design did a presentation at the Utility board meeting about making the dam a hydro dam. Mayor Misciagna stated how Congressman Gottheimer toured the dam and is trying to get the Borough grant funding. The Westwood Mayor endorsed the project.

Open Work Session adjourned at 7:52pm

Councilman Fenwick made a motion to adjourn open session and seconded by Councilman Capilli confirm. Motion carried unanimously.

Respectfully submitted,



Magdalena Giandomenico
Borough Clerk