

MAYOR AND COUNCIL MEETING
WORK SESSION
March 22, 2022
6:47 P.M.

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

Also Present: Magdalena Giandomenico, Borough Clerk
Julie Falkenstern, Borough Administrator
John Schettino Borough Attorney
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. Mayor's Wellness

- i. Ms. Tatiana Breslow spoke to the governing body about doing the Mayor's Wellness program. Ms. Breslow presented a proposed website and different ideas like healthy heart walk challenge, walk and talk, strength in motherhood, etc. Mayor Misciagna suggested reaching out to the schools to have the children involved in a walk. The Mayor also asked Ms. Breslow to speak to Woodcliff Lake as well, because in the past Park Ridge worked in collaboration with them for a kick off and even had bloodmobile present.

II. 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 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. A project programming meeting occurred on November 10, 2021 to review interior building finishes. During this meeting, the architect provided an updated schedule regarding final construction documents. It is expected that final architectural plans will be finalized in March / April with construction expected to commence in late April/ May.

b.2022 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
- Fairview Avenue - Municipally Funded
- West Park Avenue - Municipally Funded
- Sibbald Drive - Municipally Funded
- Hall Court - Municipally Funded
- Kevin Court- Municipally Funded
- Helvetia Street- Municipally Funded
- North Avenue- Municipally Funded
- Park Lane - Municipally Funded
- Ruth Place - Municipally Funded
- Hillside Avenue - Municipally Funded
- East Avenue - Municipally Funded
- Randolph Street - Municipally Funded
- Lakeview Avenue - Municipally Funded

- Summit Street - Municipally Funded
- Marti Road - 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. The Borough has provided a selection of additional roadways to be included in the 2022 road program. Estimates for the above roadways were previously provided for review. Upon selection of the roads, our office will prepare a proposal for design and construction management related to the selected roadways. Our office is submitting a proposal for the NJDOT-portion of work. Once the governing body has selected the remaining roads, our office is prepared to submit a proposal for this work. 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 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. The turf replacement is underway and we expect that the work will be completed by March 18th, 2022, weather permitting.

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 is 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. At this time, our office is working to address these comments such that the anticipated project construction costs do not exceed the allocated / bonded amount. Our office has submitted all requested information to NJDEP and we are working expeditiously to acquire final NJDEP approval.

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 have been 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. The Mayor and Council has authorized this work to proceed. Work on this project will commence March 18th, 2022 with an expected completion date of no later than March 25, 2022, weather permitting.

g.NORTH 5TH STREET (SECTION 11) - NJDOT MUNICIPAL AID GRANT FUNDED

Neglia Engineering Associates 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. Upon receipt of final NJDOT approval, we will be prepared to bid this project.

1. GRANT STATUS

PROJECT	GRANT/YEAR	ORD./RESO.	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

- III. Utility:** Mr. Brian Veda spoke about the utilities. He spoke about how energy, capacity and transition make up the cost of energy. All towns pay the same for capacity and transition. Borough Auditor spoke about the electric utility budget. It is driven by the increase in cost. The fund balance is down \$90,000, since the collection is down, so it hurt the surplus. The budget is up \$440,000 and the revenues are flat. It is up purely because of cost. The updated proposed increase over last year is 8.3%.
- Councilman Capilli asked about the \$3million that is getting bonded? Mr. Bliss said that is not included in this budget, but instead will be long-term debt.
 - Councilman Ferguson said he would like to see the utilities plan increases on a gradual level.
 - Councilwoman Epstein asked how the drop from the initial 14% increase dropped to about 9%. Mr. Bliss said the budget was reviewed line item by line item and stuff that is not a necessity was taken out.

- iv. Mr. Bliss said the water utilities is all revenue driven and the expenses are only up \$36,000. The water surplus is down \$164,000 due to covid and rain.
- v. Councilwoman Epstein and Councilman Capilli asked about the discrepancy in the water numbers for 2019, there was \$4.26 and \$4.64 and would like to get clarification.
- vi. Council President Metzdorf asked for an informal poll is the council is in favor of the proposed 8.3% increase in electric and 9% in water rates? All in favor, reluctantly, but in favor. The Borough Attorney is asked to draft, and the Borough Clerk will send the original ordinances.

- IV. **Police Department:** Council President Metzdorf stated that the police department would like to request another Officer.
- V. **Smoke Shop:** Borough Administrator said there is a smoke shop coming and there is no time limit for hours of operation. It would be a retail so there would need to be an Ordinance setting hours of operations. Councilwoman Epstein said she would first like to know the hours of operations of other retail establishments before a decision is made. Mrs. Falkenstern will gather that information.
- VI. **Car Theft:** Councilman Fenwick spoke about the recent increase in car theft. He spoke about deterrence possibilities such as the placement of a stationed car and the use of a police reserve officer to drive around and increase presence.
- VII. **Shed on Sulak:** Councilman Ferguson inquired about the little shed on Sulak. No one knows who owns it, it might belong to PRAA. PRAA will work on it.
- VIII. **Downtown:** The Borough Administrator informed everyone that MacKelly is buying the James. It will be a transfer and the Borough Attorney will work on the transfer.

Open Work Session adjourned at 7:58pm

Council President Metzdorf made a motion to adjourn open session into closed session and seconded by Councilman Fenwick to confirm. Motion carried unanimously.

Respectfully submitted,



Magdalena Giandomenico
Borough Clerk

