

MAYOR AND COUNCIL MEETING
WORK SESSION
January 25, 2022
6:47 P.M.

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

Absent:

Also Present: Magdalena Giandomenico, Borough Clerk
Julie Falkenstern, Borough Administrator
John Schettino Borough Attorney
Joe Burgis, Affordable Housing Planner
Scott Reynolds, Affordable housing Attorney
John Dunlea, Borough Engineer
Connie Carpenter, CFO

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

Council President Metzdorf made a motion to go into Closed Executive Session, and seconded by Councilman Fenwick to confirm. Motion carried unanimously at 6:48pm.

A motion made by Councilman Fenwick to return to Work Session and Seconded by Councilwoman Epstein to confirm. Motion carried unanimously at 7:20pm.

- I. **Water Remediation Update:** Councilman Fenwick asked for an update. A discussion ensued. Councilman Fenwick would like to know if money from the COVID relief can be used as a down payment for the remediation process. The CFO will confirm and said that in the description it should be allowed. John Schettino asked to be sent by the CFO a description of what COVID relief money can be used for to review.
- II. **Council By-Laws / Open Professional Appointments:** Councilwoman Epstein presented Resolution No. 022-060 she drafted with changes recommended to the bylaws the Council adopted on 1/4/2022.
 - i. Changes include:
 1. **Article 1:** Any specific portion of the By-Laws may be suspended temporarily at any regular meeting for that meeting for that meeting only, upon the ~~unanimous~~ **simple majority** vote of the members present.
 2. Article 2: **Remove:** 3. The agenda for regularly scheduled formal meetings shall be set and distributed no later than the Friday preceding the formal meeting. Notwithstanding, the Borough Clerk may amend said agenda after distribution as

necessary to include all pending business, and all agenda changes will be announced as part of the regular order of business.

Add: 3. Prior to the meeting of the Mayor and Council, with the assistance of the Mayor and Borough Administrator, the agenda, to the extent known at the time shall be prepared by the Borough Clerk. The agenda for regularly scheduled formal meetings shall be distributed no later than the Friday preceding the formal meeting. Notwithstanding, the agenda may be amended after distribution, as necessary, to include all pending business, and items not known at the time the agenda was prepared. All agenda changes will be announced as part of the regular order of business. The Borough Clerk shall add to the agenda any item that is requested at least 48 hours prior to the formal meeting by at least 3 members of the Borough Council to be placed on the agenda for discussion, consideration, or formal action. At the time of the meeting, by motion, requiring a second and simple majority of the Council under New Business, items may be added to the agenda.

Remove: 12. Only the Mayor and/or Acting Mayor (in the absence of the Mayor) can call for a vote in the public meeting for something not on the Agenda.

Add: 12. The Mayor and/or Acting Mayor (in the absence of the Mayor) shall call for a vote in the public meeting for items on or added to the agenda. If either refuse the Borough clerk shall call for a vote. Tabling of agenda items shall require a motion, second, and a simple majority vote of the Council.

Councilwoman Epstein will be bringing up the resolution for a vote under new business during the public meeting.

- III. **Library:** Councilman Cozzi informed everyone the library got new security cameras installed and they would like to have them hooked up to the generator the Borough is getting. Borough Administrator informed everyone that it was the Police Department who for now got a new generator. The Borough does not have a generator yet, but when we get one, she will work to have the camera's hooked up.
- IV. **LOSAP:** Councilman Fergusons stated how the Fire Chief discussed the LOSAP CY 2021 Annual CPI Adjustment issued in the new local finance notice that came out. The 2021 LOSAP amount is at \$1,814. Currently the Fire Department gets \$1,705 and he would like to recommend the adjustment for the 2022 LOSAP amount to be paid in the 2023 CY. No one is opposed to that. CFO informed that it needs to be budgeted for accordingly and the same amount would be given to the Tri-Boro Ambulance.
- V. **Covid Policy – Police Department:** Borough Administrator Falkenstern informed the governing body that the current COVID policy as it relates to sick time usage, states that if an unvaccinated employee had a known or suspected contact with a COVID positive individual, to determine status based on CDC definition of a close contact. If it is determined they are a close contact employee must quarantine 7 days and test required on day 5 unvaccinated employees must use vacation/sick/personal time for this quarantine period if they cannot perform their job remotely. The Police Department would like to be exempt from the Borough policy and not be required to use their sick time if they are unvaccinated.

Councilman Capilli suggested a middle ground compromise where the Police Department personnel who is unvaccinated would take a routine weekly COVID tests. Mr. Schettino mentioned those testes would have to be done on their own time and money.

Other than Councilmember Capilli, who would like to offer a compromise, the governing body is in favor of leaving the COVID policy as is.

VI. 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 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. 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.

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.

We understand that the Borough is utilizing remaining project funds to address the drainage complaint at 126 Street. A change order for the additional drainage work was forwarded to the Borough for review on December 13, 2021 and was subsequently approved and our office authorized the contractor to proceed with the work. It shall be noted that the proposed change order will not increase the overall project contract amount. Weather permitting, our office expects that the work will be completed during the week of January 24, 2022.

c. 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.

d. 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 approved shop drawing has been provided to FieldTurf for fabrication. Per correspondence with FieldTurf, manufacturing of the turf is expected to be completed by the week of January 24, 2022, with delivery shortly thereafter. Weather permitting, we expect that the turf replacement will be completed by early March 2022.

e. 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 bridge railing, along with the final end pieces, were installed in December 2021 and our office will prepare close-out documents at this time.

f. 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 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. We are working to address these comments and bid the project as expeditiously as practicable.

g. 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.

h. 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 prepared to proceed with award notification and documents once directed by the Borough.

i. NORTH 5TH STREET (SECTION II) - 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 survey field work and has commenced preparation of design and construction documents. Our office will have design and construction documents completed for submission to NJDOT by January 31, 2022. The NJDOT will have a thirty (30) day pre-bid review timeframe. Subsequent to this review, the project will be bid. We anticipate a Spring 2022 construction schedule.

1. GRANT STATUS

PROJECT	GRANT/YEAR	ORD./RESO.	AMOUNT	STATUS	NOTES*
Glen Road Culvert	2015 NJDOT MA Grant	TBD	\$149,000	Design. Project to be bid in early January 2022	NJDEP Land Use Permitting Submitted. Project to be bid in early January 2022.
Park Avenue Streetscape	2016 TAP Grant	TBD	\$357,000	Contract to be awarded	CME initiating design process.

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

Open Work Session adjourned at 8:00pm

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

Respectfully submitted,



Magdalena Giandomenico
Borough Clerk

