

BOROUGH OF ELMWOOD PARK

WORK MEETING

September 12, 2013

8:00 p.m.

The Work Meeting of the Elmwood Park Mayor and Council was called to order by Municipal Clerk Keith Kazmark at 8:00 p.m. Statement of Compliance was read.

Governing Body members Caramagna, Colletti, Pettigano and Vuoncino and were present. Councilman Conboy arrived at 8:04, and Councilman Castiglia was absent. Also present were Mayor Mola, Borough Clerk Keith Kazmark, Borough Engineer Pete Ten Kate and Borough Attorney Brian Giblin.

Whereas, Chapter 231 of the Public Laws of the State of New Jersey requires at the commencement of every meeting a Statement of Compliance be read by the presiding officer.

Now, Therefore Be Advised that the meeting requirements for this meeting have been met by the publishing an annual notice in The Record of Hackensack and Herald News of Woodland Park and by posting such notice in the office of the Borough Clerk as well as in a public place within the Municipal Building and by notifying interested citizens. Said notice was posted on January 1, 2013.

Public Hearing:

Richard Trawinski, Walnut Street, inquired about the deficiencies to the handicap accessibility with the schools. Mr. Trawinski stated the costs to correct these issues should not be included in the upcoming referendum and inquired if the Borough has OPRA requested items from the Board of Education.

Work Meeting Agenda Items:

1 – Engineering Report:

- a. **Monthly Status Report** – Mr. Ten Kate discussed a phone call he received regarding a sidewalk which the resident would like to have it removed. It was expressed to Mr. Ten Kate that the Council wants the sidewalk to remain. Mr. Ten Kate stated that the application for Department of Transportation Local Aid grant will be on the September 19, 2013 Regular Meeting agenda. Mr. Ten Kate stated that Boswell Engineering is in the process of water mapping the Borough. Mr. Ten Kate stated that bids will be received for Orange Avenue. Kipp Avenue pump station is almost complete. Mr. Ten Kate stated he is awaiting a response from the County regarding the negotiations for the widening of River Drive.
- b. **2014 NJDOT Local Aid Grant – Boulevard Section 7** – A resolution will be placed on the September 19, 2013 Regular Agenda Meeting.
- c. **Bonding for Market Street Paving Project** – Mr. Ten Kate stated the Borough needs approximately \$250,000 in reimbursable bonding for implementation of handicap ramps prior to the paving of Market Street. Mr. Kazmark will have Mr. Riggitano start the process with Steven Rogut for the bonding. Mr. Kazmark stated in the case the bonding is not ready for the October 3, 2013 Regular Meeting, it will be introduced at the October 17, 2013 Regular Meeting.
- d. **Central Bergen Bicycle and Pedestrian Plan** – After some discussion it was decided Mr. Ten Kate would seek more information from the County and present it to the Council at a later date.
- e. **Letter from Michael Jacobs regarding Viviney Street** – Mr. Ten Kate stated he has not yet inspected this location. Mr. Kazmark stated he went to the location and stated it is in need of repair. He further stated this location should be considered when discussing next year's road program.
- f. **Bonding for Grant Funds** – Mr. Kazmark stated he requested that Mr. Riggitano and Mrs. Keating-Joseph to investigate the process other municipalities do in place of bonding for each grant program. Mr. Kazmark asked the Governing Body to allow him time to get some information in which he will then report back to the Governing Body.

2 – Letter from Donna D'Amelio requesting a road closure on 14th Avenue – Councilman Vuoncino stated Ms. D'Amelio resides on the west side of East 54th Street while requesting the road closure on the east side of East 54th Street. He questioned how those residents might feel regarding their road being closed. Council requested the Clerk's Office to call Ms. D'Amelio regarding the request.

3 – Request to release Road Opening Performance Bond – Permit # 58-12 and 59-12 – A resolution will be placed on the September 19, 2013 Regular Meeting Agenda.

4 – Memorandum from Carrie Paretti to refund duplicated permit fee – A resolution will be placed on the September 19, 2013 Regular Meeting Agenda.

5 – Proposal from ATON Computing regarding a Disaster Preparedness/Disaster Recovery Plan – Mr. Kazmark discussed a meeting between ATON Computing and the Borough Auditor Mr. Paul Lerch regarding Disaster Preparedness/Disaster Recovery. He stated it is now required that in the event of a disaster, the Borough must be able to function from another location. Mr. Kazmark discussed steps that are available to meet the requirements needed. After some discussion the Governing Body agreed to have a resolution be placed on the September 19, 2013 Regular Meeting Agenda.

6 – Corrective Action Plan for the 2012 Audit – Mr. Kazmark discussed the revised Corrective Action Plan for the 2012 Audit. Councilman Conboy talked about the discussions with the Recreation Commission regarding the comments pertaining to the Recreation Department. Mr. Kazmark discussed the procurement process. A resolution be placed on the September 19, 2013 Regular Meeting Agenda.

7 – Letter regarding Cherry Hill Park distributed by Councilman Pettigano – Mr. Kazmark discussed items that were addressed at a Department Head meeting including the Department Liaisons which took place following the concerns that arose at the Special Public Meeting of August 22, 2013. Discussion ensued regarding areas of maintenance of the vegetation within the park. Councilman Conboy inquired if the Council would be receiving copies of the letter that was distributed. Councilman Pettigano stated he did not have a copy of the letter on him and the letter being on Borough letterhead was a mistake. Discussion ensued as to whether or not the letter needs to be given to the entire Council. The discussion then shifted as to whether safety concerns were discussed with Police Chief Johnson regarding Cherry Hill Park. Further discussion ensued as to whether the items found within the park were reported or turned over to the Police Department. Councilman Conboy discussed the decrease of personnel with the Department of Public Works and the Police Department over recent years. He followed by stating multiple departments have a part in the maintaining of the Borough parks. Councilman Conboy feels that stating the Recreation Department and the Recreation Commission was at fault for the issues at Cherry Hill Park is unfair. Councilman Colletti asked Mr. Giblin as to the legality of the letters that were written on Borough letterhead. Mr. Giblin stated that he did not see the letters, however if they were written on Borough letterhead they would fall under the Open Public Records Act and must be supplied if requested. Councilman Caramagna stated the clean-up work that took place at Cherry Hill Park has improved the park. He further stated the letter head was a mistake and the politics should be left out of the discussions. Councilman Vuoncino stated the Recreation Department was directly attacked at the Special Meeting of August 22, 2013. Mayor Mola moved the meeting to the next agenda item.

8 – Revisit tabled resolution regarding Professional Planning Services – Kauker & Kauker, LLC – Mr. Kazmark stated the resolution for professional services was tabled at the July 18, 2013 Regular Meeting and asked if the resolution can be placed on the September 19, 2013 agenda. Councilman Vuoncino asked that the discussion regarding these services be held over to the next work session so that Councilman Castiglia would be present for the discussion.

14 – Request for handicap space on Spruce Street – Mr. Kazmark stated the recommendation from the Police Department was to deny the request stating that off street parking is available. Mr. Kazmark's office will send a letter to the resident denying their request for a handicap parking space.

9 – ORDINANCES:

- a. Outside Police Contracting Fee Schedule – Mr. Kazmark stated the administrative fee for security detail was increased from \$5 to \$15. He further stated that the Council has the ability to set the administrative fee to the previous amount through reintroducing and adopting procedures. After some discussion it was decided to revert back to the previous administrative fee. The ordinance will be reintroduced at the September 19, 2013 Regular Meeting.

10 – DEPARTMENTAL REPORTS:

- a. Municipal Court Report – July & August 2013 – Accepted without discussion.
- b. Police Department Report – July & August 2013 – Accepted without discussion.
- c. Recreation Department Report – July & August 2013 – Accepted without discussion.
- d. Recreation Minutes – June 24, 2013 & July 22, 2013 – Accepted without discussion.
- e. Department of Public Works – July & August 2013 – Accepted without discussion.
- f. Building Inspection Report – June 26, 2013 through August 28, 2013 – Accepted without discussion.

11 – COMMITTEE REPORTS:

Councilman Caramagna stated the letter sent out to Cherry Hill residents was a mistake.

Councilman Conboy discussed the meeting with the Department Heads from the Recreation, Police and Public Works regarding parks. Councilman Conboy discussed the Special Public Meeting of August 22, 2013. He further discussed Police Chief Johnson's research regarding security and cameras in the parks. Councilman Conboy stated there were seven complaints made regarding Cherry Hill Park since January. Councilman

Conboy asked to see the letters that were sent out to Cherry Hill residents. Councilman Pettigano stated it will be resolved. Councilman Conboy discussed the new gym floor at the Recreation Complex.

Councilman Pettigano stated the Board of Health will be hiring a full-time inspector. He further stated this will aid the Borough in procuring additional municipalities with a shared service agreement. Mr. Kazmark then stated a shared service agreement with Lodi pertaining to this inspector is in the process of being prepared and will be available to the Council at the next work session. Councilman Pettigano announced an upcoming flu clinic.

Councilman Vuoncino stated he feels the Council needs to look at budget areas regarding the parks. He further stated looking into the expediting of work order and having a check list could be beneficial when completing work. Councilman Vuoncino stated the Ambulance Corps will not be having the Haunted House this year. He also discussed NJ SEM.

Councilman Colletti stated the departments which he is the liaison for have not been in session therefore there is nothing to report.

Mayor Mola stated the Borough received \$25,000 of Community Development funds for the Senior Center kitchen. Mayor discussed the Marina on River Drive.

12 – Executive Session:

- a. Personnel – Department of Public Works – Public Works Repairer & Sr. Public Works Repairer
- b. Personnel – Building Department – Shared Services Agreement
- c. Personnel – Department Head/Exempt Employees
- d. Class Action Grievances – PBA # 185
- e. Department of Public Works Contract Negotiations
- f. Elmwood Park White Collar Employee Association Negotiations

WHEREAS, the Open Public Meetings Act P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

Personnel – Department of Public Works – Public Works Repairer & Sr. Public Works Repairer
Personnel – Building Department – Shared Services Agreement
Personnel – Department Head/Exempt Employees
Class Action Grievances – PBA #185
Department of Public Works Contract Negotiations
Elmwood Park White Collar Employee Association Negotiations

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW THEREFORE BE IT RESOLVED, that the public be excluded from this meeting.

A motion was made by Councilman Pettigano and seconded by Councilman Vuoncino to enter into Executive Session. Motion carried by the members present.

Personnel – Department of Public Works – Public Works Repairer & Sr. Public Works Repairer
Personnel – Building Department – Shared Services Agreement
Personnel – Department Head/Exempt Employees
Class Action Grievances – PBA #185
Department of Public Works Contract Negotiations
Elmwood Park White Collar Employee Association Negotiations

A motion was made by Councilman Conboy and seconded by Councilman Colletti to return to the public session. Motion carried by the members present.

A motion was made by Councilman Conboy and seconded by Councilman Colletti to adjourn. Motion carried by the members present.

Respectfully Submitted,



Keith Kazmark, RMC/CMC/MMC
Municipal Clerk

Minutes were approved by the Mayor and Council at the October 3, 2013 Regular Meeting.