

BOROUGH OF ELMWOOD PARK

WORK MEETING

June 26, 2014

8:00 p.m.

The Work Meeting of the Elmwood Park Mayor and Council for June 26, 2014 was called to order by Municipal Clerk Keith Kazmark at 8:01 p.m. Statement of Compliance was read.

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, 2014.

Governing Body members Colletti, Dombrowski, Pettigano, Vuoncino and Caramagna were present. Councilman Martino arrived at 8:45 p.m. Also present were Mayor Mola, Borough Clerk Keith Kazmark, Borough Attorney Giuseppe Randazzo, and Borough Engineer Nordan Murphy.

Public Hearing:

Marek Majowicz, Sterling Street, discussed issues he is having with neighbors parking along the curb line which is partially blocking his driveway. He stated he has been in contact with the Police Department and the Department of Public Works regarding the issue he is experiencing. Mr. Kazmark stated he has had conversations with Officer Barone and Mr. Karcz regarding the parking at the location and is awaiting authorization from Police Chief Foligno pertaining to this issue. Mr. Kazmark will reach out to Chief Foligno for discussion and contact Mr. Majowicz.

Daniel Golabek, Godwin Avenue, discussed the cleanup of the parking area located across from Municipal Hall and extended thanks to those who made the cleanup possible.

Work Meeting Agenda Items:

1 – ENGINEERING REPORT:

- a. **Discussion with Recreation Advisory Board – English Avenue Park** – Mr. Kazmark stated the Recreation Director Ms. Puglisi is in attendance along with two members of the Advisory Board. Mr. Kazmark further stated the meeting with the Advisory Board was advertised but because there is not a quorum of the Advisory Board there is no reason to call to order the meeting of the Advisory Board to order. Ms. Puglisi discussed the items on the original plan for this grant and stated that she does not agree with all of the plans. She stated she would like to see the wooded area converted to accommodate 20-30 parking spaces and does not believe the roller rink belongs at English Avenue Park. She further stated she would like to see the rink go in at a later date where the basketball court is at Borough Field with additional lighting. Ms. Puglisi stated the girls softball back stop needs improvement and ask Mr. Murphy to review whether the softball field needs to be moved if the rink is not installed. Recreation Advisory Member Richard DeLorenzo discussed the size of the softball field and the soccer field. He further stated by moving the softball field back the field would then be able to accommodate T-ball also. He further discussed the congestion at Borough Field when multiple sports and events in the Recreation Center are happening simultaneously and the parking issues it presents. Mr. DeLorenzo stated he respects Ms. Puglisi's opinion. Councilman Vuoncino inquired as to the location on Borough Field where the rink be installed. Ms. Puglisi stated a lot of issues arise from the basketball courts at Borough Field such as late night games and even games that occur in the middle of the night. She further stated that many of the people that use the court are from out of town and feels that being there are basketball courts in all the other parks that eliminating that one court to install a rink would not be a problem. Mr. DeLorenzo respectfully disagreed with Ms. Puglisi stating he feels the issues at the basketball courts could be rectified by more frequent patrols and locking the gates at dusk which has not been done thus far. Ms. Puglisi stated the Police Department is responsible for locking the basketball court along with all the parks in town. Mr. DeLorenzo feels efforts should be made to rectify the problem before making a drastic decision to take away the basketball court away from the children that live around Borough Field. Discussion ensued as to the lights located by the basketball court needing to be relocated. Discussion then ensued whether the grant would cover all the expenses for the improvements. Councilman Dombrowski stated when having discussions regarding the improvements with Pete Ten Kate it was stated that enough funds exist for the proposed improvements and possibly for just the base of the rink. He further stated that the remainder of the rink could be completed with an additional grant that was awarded for the improvements to English Avenue Park. Councilman Pettigano asked Ms. Puglisi what needs she feels need to be addressed at other Borough parks. Ms. Puglisi stated all of the parks are need of new playgrounds. She further stated that she has quotes including equipment and mulch

for the playgrounds. Councilman Pettigano stated his stance all along is that funds need to be distributed amongst all the parks rather than one park receiving all the funds. Councilman Dombrowski stated that Ms. Puglisi's ideas for English Avenue Park will probably utilize most of the funds available under the grant. He further stated he agrees with the idea of the Bombers having a home at English Avenue Park. Discussion ensued to what would be needed for the Bombers at English Avenue Park. Mr. DeLorenzo discussed when the property at English Avenue was purchased and the proposal by T&M Engineering for 100 parking spaces. He stated there was discussion regarding the amount of parking spaces and there not being a need for 100 spaces. He further stated the agreed upon number with the understanding that if needed in the future more spaces can be added or adding to the playground. Mayor Mola stated the residents that live on English Avenue should be considered when making decisions regarding parking and lighting at the park. Councilman Colletti inquired if the Bombers had been approached regarding the possible relocation to English Avenue Park. Mr. DeLorenzo stated it was discussed a few years prior with Mr. Shamah which at that time was not in favor of relocation. Councilman Dombrowski stated Ms. Puglisi should reach out to the Bombers Association to see if the organization is open to relocation. Councilman Vuoncino stated without having response from the Bombers regarding relocation, the Council should not make any decisions at tonight's meeting. Councilman Dombrowski inquired as to why permission from the Bombers is needed since Ms. Puglisi has stated she has spoken with the organization's president. Ms. Puglisi stated whether or not the Bombers are relocated, the improvements she discussed earlier still need to be completed with a possible adjustment to the amount of parking needed for the Bombers organization. Discussion ensued to the size of the hockey rink. Mr. DeLorenzo stated the Advisory Board would like to expand the hockey program to include interested high school students who would need a larger rink. He further stated that a larger rink could accommodate additional programs other than hockey. Mr. Murphy stated the Borough can move forward with the full plan including the rink and later can omit the rink if so desired. Discussion ensued to lighting at English Avenue Park. Councilman Colletti inquired about getting an approximate cost if the rink was to be located at Borough Field. He also stated the costs for the resurfacing and the fencing should be taken into consideration. Discussion ensued pertaining to the possibility of adding a soccer field on the County property located on Gilbert Avenue where two ball fields exist. Councilman Pettigano stated if the rink is installed at English Avenue and it being a fall sport, lights would be needed to make the rink functional during the week. Mr. Kazmark suggested Mr. Murphy move forward with the design phase and he will meet with Mr. Riggitano to discuss funds available and that have been expended for English Avenue Park. He will further ask Mr. Riggitano to produce a spreadsheet for the council which Mr. Kazmark will distribute to the Council. Ms. Puglisi asked for permission to speak to the Soccer Coordinator and the Bombers Board members regarding what their organizations will require to accommodate parking at English Avenue Park. She stated that she is in agreement with Councilman Dombrowski regarding the organizations must accept where the Recreation Department assigns their organizations. Mr. Kazmark stated that Ms. Puglisi should be having discussions with the different sport organizations when needed and does not need the Council's approval to do so. There was no objection by the Council regarding Mr. Kazmark's direction to Ms. Puglisi. Councilman Vuoncino expressed his concern with having the Bombers program at English Avenue. Ms. Puglisi discussed the desire by all the programs to use a specific field which puts a lot of wear and tear on the field. She further discussed the issues between the different organizations regarding the time spent moving equipment from other sports so that they can proceed with their own practice or games and she hopes to alleviate some of the issues by utilizing English Avenue for other organizations. Councilman Colletti discussed the locking of the basketball court to alleviate the issue of late night playing. Councilman Dombrowski stated bolt cutters have been used in the past to gain access to the courts. Mr. Kazmark directed Ms. Puglisi to contact Chief Foligno to discuss the issues at the basketball court so that he has the ability to address the problem.

Ms. Puglisi distributed to the Council a letter from the mother of an autistic child who was given the opportunity to attend the Recreation's After School Program. She stated the pilot program with this child went well and the child will be attending Summer Camp.

Mr. DeLorenzo asked for clarification as to whether the Advisory Board still falls under the Open Public Meetings Act. Mr. Kazmark clarified with Mr. DeLorenzo the Board's responsibilities.

- b. **Follow up regarding the letter from Violet Shamah regarding repairs to bridge and Fleischer Brook retaining wall** – Mr. Murphy discussed meeting with Ms. Shamah and agreed the retaining wall is in need of repair. He advised Ms. Shamah that the Borough was reaching out to Pete Ten Kate in an effort to find out who is the responsible party for the retaining wall. Mr. Kazmark stated he has spoken to Mr. Ten Kate and he believes that project was done approximately 25 years ago. Mr. Kazmark recommended Mr. Murphy send correspondence to Ms. Shamah regarding the discussion by the Council and to give her contact information for the County so that she can reach out to them. Mr. Kazmark also stated that per the Borough Assessor Mr. Esposito the wall is not on

Borough property therefore the Borough is not responsible. Mr. Murphy will reach out to the County for additional information pertaining to the retaining wall and any possible easement.

- c. **Marcal Bypass Pumping** – Mr. Murphy stated he reached out to DeBlock Environmental for some guidance regarding the bypass and at this time has not received a response.

2 – Emergency Responder Intersection Training Program offered by JIF – Mr. Kazmark gave a brief description of the training program and recommended the Council make this program mandatory. Councilman Colletti concurred with Mr. Kazmark. Discussion ensued. A resolution will be placed on the July 17, 2014 Regular Meeting agenda authorizing the program.

3 – Clinical Service Management, P.C. – Employee Assistance Program Service Contract – Mr. Kazmark gave a brief description of the Employee Assistance Program and the endorsements by Borough Risk Manager Frank Covelli and Fair Lawn’s Borough Clerk Joanne Kwasniewski. Mr. Kazmark discussed the cost per year is approximately \$5,000 which derived from the number of Borough employees. A resolution will be placed on the July 17, 2014 Regular Meeting agenda authorizing the program.

4 – Proposal for Payroll Audit from Lerch, Vinci & Higgins – Mr. Kazmark discussed conversations with CFO Roy Riggitano and Borough Auditor Paul Lerch regarding this year’s audit and the reassigning of the payroll duties to a new Borough employee. He further discussed that a payroll audit has not been completed for approximately 20 years and it is the conclusion of the discussions with Mr. Riggitano and Mr. Lerch to propose to the Council a payroll audit. A resolution will be placed on the July 17, 2014 Regular Meeting agenda authorizing the program.

5 – Letter From Fire Official D’Arco regarding Elmwood Village apartment inspections – Mr. Kazmark discussed the letter received from Fire Official D’Arco. Discussion ensued to past practices and cost efficiency of the temporary hires. A resolution will be placed on the July 17, 2014 Regular Meeting agenda authorizing the program.

9 – Email from Ms. Puglisi requesting a replacement teacher for Summer Camp – The Governing Body approved Ms. Puglisi’s request for a replacement teacher for Summer Camp. A confirming resolution will be placed on the July 17, 2014 Regular Meeting and will be retroactive with the hire date of July 1, 2014.

6 – DEPARTMENTAL REPORTS:

- a. **Library Minutes – May 19, 2014** – Councilman Dombrowski inquired about the progress the Library Board is making with their Capital Plan. Minutes accepted.
- b. **Court Report – May 2014** – Accepted after some discussion regarding the collection agency and the violations collected. Mr. Kazmark briefly discussed upcoming interviews for the Court Administrator position.
- c. **Recreation Department Report – June 2014** – Accepted without discussion

7 – COMMITTEE REPORTS:

Councilman Pettigano discussed the enrollment for the summer camp. He further discussed the DPW workers working on fire hydrants and filling potholes throughout town. Mayor Mola asked Councilman Pettigano to notify Mr. Karcz about a dying tree located by one of the playgrounds. Councilman Caramagna also discussed a pothole located by East 54th Street and Arena Court.

Councilman Vuoncino discussed that through the SEMS the Borough purchases electricity from Hess Corporation. He further discussed that Hess Corporation has been bought out by Direct Energy. He has forwarded this information to Ms. Keating in the payables department so that she is aware when the bills come in for payment. Councilman Vuoncino stated that PBA negotiations will be commencing soon.

Councilman Dombrowski stated that he reached out to Ms. Ricci to get a report about the coyote presentation. He stated that approximately 20 people attended.

Councilman Caramagna discussed a dinner that was held by the Board of Education pertaining to his retirement.

Councilman Martino discussed an upcoming Board of Education meeting where there will be discussion on how to spend the surplus that was found. Councilman Dombrowski stated he inquired with the school auditor as to whether this surplus was due to over taxation or cuts in the budget. He further stated although the response from the auditor was vague, the surplus was due to cuts in the budget a little over taxation. Discussion ensued as to the transferring the surplus to the capital improvement funds and the guidelines that it must now adhere to.

Councilman Colletti discussed the tree that was located near the generator. Mayor Mola stated it died due to the excessive amount of snow that was plowed around the tree while clearing the parking lot. Councilman Colletti asked if a new tree can be planted in that location.

Mayor Mola discussed a letter he wrote regarding the Borough's responsibility for clearing and maintaining the sidewalks that would be installed using a Safe Routes to School grant. He wanted the Council's thoughts regarding the letter. Discussion ensued. Councilman Dombrowski discussed a letter received regarding Echo Street. He asked if a No Outlet sign be placed at the corner of Echo Place and Midland Avenue. Mayor Mola asked Councilman Pettigano to bring the request to Mr. Karcz.

8 – EXECUTIVE SESSION:

- a. Personnel – Tax Department** – Mr. Kazmark discussed the employee who was RICE Noticed for this meeting, Mrs. Lori Sproviero. She has requested the discussion take place during the public session. Councilman Colletti inquired about this item which was originally placed as an executive session agenda item and it now being discussed in the public portion. Mr. Kazmark explained the RICE Noticed procedures and stated that Mrs. Sproviero returned her RICE Notice with the option signed to be discussed in public. Mr. Kazmark discussed the letter submitted and was to be placed on the June 12, 2014 Work Session agenda. However, the employee was not in work on June 10, 2014 therefore the employee was unable to be properly rice noticed. Mrs. Sproviero stated that she checked with Mr. Santora and that she was present on June 10, 2014. Mr. Kazmark stated her time clock punch report will be checked to verify her attendance on June 10, 2014. Ms. Sproviero discussed a letter that she sent to Mayor Mola. Councilman Dombrowski made copies of the letter to Mayor Mola for all the Councilmen. Mr. Kazmark stated the Council needs to make a determination as to whether the increase that was requested has merit. He further stated that since his arrival the work staff has been drastically reduced and all employees have had to take on additional responsibilities that they may have not had prior to the downsizing. Mr. Kazmark stated that his concern is that other requests for additional compensation will be made by all other employees that have also taken on additional responsibilities. Councilman Caramagna addressed a letter in which Mr. Riggitano promised Mrs. Sproviero additional compensation. Mr. Kazmark stated that Council must authorize salary increases by ordinance or resolutions. A Department Head can authorize overtime. Councilman Martino inquired if a Department Head has the authority to increase an employee's salary. Mr. Kazmark stated that the Council is the only body with the authority to increase a salary. Mr. Kazmark further discussed how being a member of the White Collar Association should play into the request for additional compensation at the time of negotiations. Councilman Dombrowski discussed that in the private sector when downsizing occurs the compensation saved is not transferred to the employee taking on the additional responsibilities. He further discussed this being part of the contract negotiations and his concerns of a large number of additional employees asking to compensation for extra responsibilities. Councilman Vuoncino discussed a pay for performance model and dividing the 2% increase to the top performers in the contracting unit. Mr. Kazmark stated that would need to be negotiated into the contract. Councilman Colletti stated that the contracting unit will not agree to a performance model for increases. Mrs. Sproviero discussed the downsizing in the tax office and the additional responsibilities. She further discussed the other departments that experienced employees leaving and the replacing or transferring of employees between other departments. Ms. Sproviero stated she has brought this to the Council's attention on the advice of CFO Roy Riggitano and Tax Collector Frank Santora. Overtime discussion ensued. Councilman Vuoncino stated the contract should be followed and does not agree with a stipend. Mr. Kazmark discussed upon a former employees retirement, much of the water department responsibility was transitioned to Passaic Valley Water Commission with some of the responsibilities being taken over by Mrs. Sproviero. Councilman Dombrowski made a motion and seconded by Councilman Vuoncino to poll the Council on Mrs. Sproviero's request for a \$5,000 stipend. Councilmen Caramagna, Martino and Pettigano polled yes to the stipend, Councilmen Colletti, Dombrowski, Vuoncino and Mayor Mola voted against the stipend.

b. Personnel – Building Department

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 – Building Department

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.

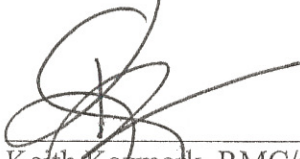
A motion was made by Councilman Martino and seconded by Councilman Colletti to enter into Executive Session. Motion carried unanimously.

Personnel – Building Department

A motion was made by Councilman Pettigano and seconded by Councilman Dombrowski to return to the public session. Motion carried unanimously.

A motion was made by Councilman Pettigano and seconded by Councilman Dombrowski to adjourn. Motion carried unanimously.

Respectfully submitted,



Keith Kazmark, RMC/CMC/MMC
Borough Clerk

Minutes approved at the September 18, 2014 Regular Meeting of the Mayor and Council.