

BOROUGH OF ELMWOOD PARK
WORK MEETING
December 8, 2016
8:00 p.m.

The Work Meeting of the Elmwood Park Mayor and Council for December 8, 2016 was called to order by Municipal Clerk Keith Kazmark at 8:00 p.m. The Statement of compliance was read.

Council Members Chirido, Caramagna, Dombrowski, Giandomenico, Work and Vuoncino were present. Also present were Mayor Robert Colletti, Municipal Clerk Keith Kazmark, Councilman-Elect Daniel Golabek, Borough Attorney Brian Giblin and Borough Engineer Nordan Murphy.

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 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, 2016.

Public Hearing:

Tom Conboy, Tuella Avenue, discussed the new French Bakery that is located on Route 4. He further discussed the parking issues and the desire of the owners to put table and chairs within the store. Mr. Kazmark inquired as to what the difficulty that the owner is experiencing and Mr. Conboy did not have any further information. Mr. Conboy stated he is interested in serving on any of the Boards and will be submitting his resume.

Work Meeting Agenda Items:

1 – ENGINEERING REPORT:

- a. **Monthly Status Report** – Mr. Murphy stated he recently received a copy of the prior RFP for Emergency Services for water and sewer. Mr. Kazmark discussed the process that will still need to be followed when an emergency arises. Mr. Murphy discussed the County Open Space Grant and inquired how the Council would like to move forward if the Borough is awarded less than the requested amount. The Council confirmed that the Borough will pick up the amount the grant award is reduced by. Mr. Murphy discussed the solicitation letter from the NJDOT regarding the 2017 Municipal Aid Program. Mr. Kazmark asked the Council to submit to him streets that they feel should be reviewed for resurfacing. Mr. Murphy discussed the progress of the Improvements to Pump Station #6 and stated the project is proceeding on schedule. He then discussed bids will be received for the hockey rink on December 27, 2016. Mr. Murphy stated that Summit Avenue, North Street, Franklin Street and Fall Avenue have been milled and paved. The striping is in the process of being scheduled. He discussed the progress of the Market Street Improvements, Phase 2. The grant will not cover the adjustment for the placement of the benches and garbage cans that was requested by the Council. Mr. Murphy discussed a corrective letter that was sent on November 17, 2016 for the 2016 Road Program. He then discussed the completion of the survey of the property regarding the Water Tank Replacement Project. He anticipates the project design will be completed in late spring 2017.
- b. **Final Estimate – Force Main Improvement** – A resolution authorizing the final payment will be placed on the December 15, 2016 Regular Meeting agenda.
- c. **Partial Payment – Market Street Streetscape** – A resolution authorizing a partial payment for the Market Street Streetscape will be placed on the December 15, 2016 Regular Meeting agenda.
- d. **Final Inspection Report – Market Street Bridge** – Mr. Murphy discussed the final inspection and the report does contain recommendations such as replacing all the hangers. He also discussed the need for a temporary bypass. The estimated cost of repairs is \$389,100.00. Copies of the report were forwarded to the DPW Superintendent and DeBlock Environmental. Discussion ensued as to any available grants to fund the project and the liability the current situation poses. Councilman Vuoncino discussed the

contents of the report and what he feels should be included in the report. Mr. Murphy will have either the report revised or additional information referenced to the current report. Mr. Murphy will also reach out to the County to inquire if improvements to the bridge are planned. Further discussion will be placed on the next work session in January.

- e. **Final Estimate – Boulevard Improvements – Section 8, 9 & 10** – A resolution authorizing final payment will be placed on the December 15, 2016 Regular Meeting Agenda.
- f. **Letter from NJDOT regarding 2017 State Aid Programs** – Councilman Dombrowski discussed walking trails along the railroad that crosses Market Street. He stated the Borough would take responsibility for the property along the railroad tracks and maintain the property. Mayor Colletti requested a cost estimate regarding the walking trail program. Completing the Market Street Streetscape was also mentioned. Mr. Kazmark asked the Council each preparing a list of roadways that could benefit from improvements and provide it to him. Further discussion was held over for the next work session.
- g. **Request to Release Engineering Escrow – RJ Trawinski Development Corp.** – A resolution to release the engineering escrow will be placed on the December 15, 2016 Regular Meeting agenda.

2 – Service Agreement for Security Cameras in Parks – Goosetown Communications – Mr. Kazmark discussed the communications between the Police Department and the Recreation Department regarding the security cameras and the various vendors. The system would be tied in to the Dispatch Desk in the Police Department. Ms. Puglisi stated the cameras would enable to the Police Department to react to any incidences at the park and possibly identify any persons who may be responsible for damages. She further stated that most of the vendors she contacted required the Borough to purchase the camera whereas Goosetown Communications allow the Borough to lease the equipment. Additionally, the equipment would then be maintained by Goosetown Communications and the Borough would be able to tie in the cameras with the current server which is part of the Police Department Command Center which was purchased and installed by Goosetown. Councilman Dombrowski inquired about adding more cameras. Discussion ensued as to adding cameras if needed and whether Goosetown would upgrade the cameras when there are advances in technology. Discussion then ensued as to leasing versus purchasing the equipment. Councilman Dombrowski inquired as to which account will be funding the equipment. Mrs. Puglisi stated the Recreation Trust Fund will fund the lease. Ms. Puglisi was requested by the Council to contact Goosetown and inquire as to any savings if additional cameras were added to the proposal and to the addressing of any upgrades to the equipment at the end of the 5 year lease term. As to the installation of electrical poles, Ms. Puglisi stated PSE&G will place the poles, lights and run the power to the poles. She further stated the monthly electrical costs will run \$98.07 for Cherry Hill Park, \$32.69 for Birchwood Park and \$65.38 for Gall Avenue Park. The Mayor and Council authorized Ms. Puglisi to move forward with regards to the installation of poles and lights by PSE&G. Further discussion regarding the security camera will be placed on the next work session so the Mayor and Council can review the answers to the questions posed tonight.

Ms. Puglisi reported that the bid submitted by the Recreation Department for the shared services with Prospect Park for the after school program has been rejected.

Ms. Puglisi requested the playground equipment for Gall Avenue Park be purchased using Recreation Trust Fund as to speed up the process. She stated her request was brought before the Recreation Advisory Board and the majority approved the request. No objections were made.

Ms. Puglisi discussed the upcoming improvements to the Market Street and Boulevard intersection along with the moving of the tank and the cutting down of the Christmas tree. Discussion then ensued as to the location for the Christmas tree. Discussion then ensued as to the location of the tank. Councilman Dombrowski suggested an artificial pre-lit tree instead of planting a new tree. Mayor and Council requested quotes pertaining to various Christmas trees.

Ms. Puglisi discussed the need for a private office and submitted layouts to the Mayor and Council for their consideration. Councilman Dombrowski discussed other alternatives so that space is not taken away from programs. Ms. Puglisi invited the Council to go to the Recreation Center to see where the room would be built. One of the alternatives Councilman Dombrowski

discussed was to put an addition to the Hut and create a gameroom. Mayor Colletti asked for the Council to stay on track and discuss Ms. Puglisi's request for a private office. Councilman Chirido asked for a footprint of the building so that he may review prior to making a decision. Further discussion will take place at a later date.

3 – Discussion regarding Political Lawn signs – Mayor Colletti discussed a gentleman's agreement between the political parties regarding lawn signs and the creating a written agreement regarding political lawn signs. Discussion ensued as to the legality of restricting political sign usage. Discussion then ensued as adopting an ordinance. Mr. Giblin stated that any agreement should be between the individuals and have no governmental action associated with it. Councilman Dombrowski stated that if he was to ever run for office he will adhere to the gentleman's agreement.

4 – Discussion of re-naming Boulevard after Mayor Richard A. Mola – Mayor Colletti discussed the prior conversations by the Council regarding the renaming of the Boulevard to Richard A. Mola Boulevard. Discussion ensued as to whether the signage would read Richard A. Mola Boulevard or Mola Boulevard. Councilman Dombrowski suggested signs similar to those found on highways naming the roadway instead of changing the street signs. The introduction of the ordinance to change the name will be placed on the Re-Organization meeting with the dedication taking place on his birthday.

5 – Letter from Building Official Richard Bolan regarding request for an improvement over sewer easement – Mr. Kazmark briefly discussed the homeowners desire to install a patio which will be placed over a sewer easement. Mr. Giblin stated that if the Council agrees to allow the homeowner to install the patio he urges the Council to allow him to write up an agreement with the homeowner that if the need arises he will remove the patio. It was further clarified that the agreement can be bound to the property and would be in effect for any future owners. Mr. Murphy will reach out to the homeowner for a further assessment and if needed Mr. Giblin can create an agreement.

6 – 2016 Dividend – South Bergen Municipal Join Insurance Fund – The 2016 dividend will be applied to the 2017 insurance bill.

7 – Request to Release Road Opening Performance Bond – 69 Linden Avenue – The Mayor and Council authorized a resolution to be placed on the December 15, 2016 Regular Meeting agenda to authorize the release of the Road Opening Performance Bond.

8 – RE-ORGANIZATION MEETING ITEMS:

- a. **2017 Meeting Schedule** – Mr. Kazmark discussed the 2017 Meeting Schedule that he prepared based on conversations with the Councilmembers. Discussion ensued as to adding a second public portion to the work sessions. Councilman Dombrowski suggested having one week in which a work session would precede a second public meeting. After some discussion, Mr. Kazmark recommended the proposed 2017 Meeting Schedule be pulled and continue forward with the current scheduling. Discussion ensued as to adding an additional public hearing to the work sessions. The Mayor and Council agreed to accept the proposed three meetings (2 work Sessions, 1 public meeting) a month schedule with the provision that a second public hearing is added to the work sessions.
- b. **Holiday Schedule** – Mr. Kazmark discussed Veteran's Day falling on a Saturday and Fourth of July falling on a Tuesday in 2017. He stated that both bargaining units are in favor of swapping the Veteran's Day holiday to be used on July 3, 2017. The Mayor and Council agreed to the recommendation made by Mr. Kazmark to utilize the Veteran's Day holiday on July 3, 2017.
- c. **2017 Board Appointments** – Mr. Kazmark discussed the resignation of Ronald Vicari from the Planning Board and Zoning Board. He stated the Mayor will supply the Clerk's office with his appointment recommendations for the Re-Organization meeting which will be held on January 5, 2017. Mayor Colletti asked that if any of the Council members have any recommendations for appointment to advise him.

9 – Resolution Authorizing Usage of Excess Department of Defense Equipment – After a brief discussion the Mayor and Council authorized a resolution to be placed on the December 15, 2016 Regular Meeting agenda.

10 – 2017 RFP Submissions – Mr. Kazmark stated the Borough did not receive submissions for an Alternate Prosecutor, Licensed Water Operator, Licensed Sewer Operator and only one submission was received for Public Defender for two positions. A second was submitted, however the submission was received after the deadline. Mr. Kazmark recommended advertising for these positions again. Mayor and Council authorized Mr. Kazmark to re-advertise for additional submissions.

11 – Draft of Policy & Procedures pertaining to accidents involving Municipal Vehicles, Property or Equipment – Mr. Kazmark discussed prior discussion as to if a Borough employee was found to be responsible to damage to a vehicle that they would be responsible for reimbursing the Borough for the deductible. He further discussed with the Council not in favor of that policy he has spoken to Police Chief Foligno who has policy within the Police Department that require an officer found to be responsible for damages to forfeit vacation days instead of reimbursing the Borough. Mr. Kazmark then took the police policy and modified it to better fit Borough employees outside of the Police Department. Mayor and Council authorized Mr. Kazmark to place a resolution on the December 15, 2016 Regular Meeting adopting the policy.

16 – Submitted Quotes for Renovation to Mayor’s Office and Caucus Room (ADD ON) – Mr. Kazmark discussed the quotes submitted for the renovation. Discussion ensued as to the three quotes that were obtained. Mayor and Council decided to move forward with the low bidder. A pre-construction meeting will be held with the contractor.

12– ORDINANCES:

- a. **Raffle Applications** – Mr. Kazmark discussed the Mayor’s request to have raffle applications approved by the Municipal Clerk in place of having to be placed on a public meeting for Council approval. He stated a majority of municipalities in the State have the Clerk as the approving authority. He further stated the change requires the adoption by ordinance. There were no objections as to introducing the ordinance at the January 19, 2017 Regular Meeting of the Mayor and Council.
- b. **Peddling & Soliciting** – The Council discussed the ordinances from other towns that have similar ordinances. Councilman Dombrowski inquired as to whether major commodities like Verizon and Cablevision would be exempt from the ordinance. Mr. Giblin stated without see the contract the Councilman is speaking about, he does not see where a contract would give the company the right to go to solicit at a resident’s home if they do not want them to.

13 – DEPARTMENTAL REPORTS:

- a. **Municipal Court Report – November 2016** – Accepted without discussion
- b. **Police Department Report – October & November 2016** – Accepted without discussion
- c. **Recreation Department Report – November 2016** – Accepted without discussion
- d. **Library Board Minutes – October 17, 2016** – Accepted without discussion
- e. **Finance Department Report – November 2016** – Accepted without discussion

14 – COMMITTEE REPORTS:

Councilman Chirido discussed a spreadsheet in which events would be listed so information can then be sent to the Clerk’s office for posting on Facebook. He discussed multiple announcements to be placed on the page for events. He further discussed taking pictures of signs or potholes along with the text to post on the page instead of just text information or jpeg images. Mr. Kazmark expressed his concerns regarding using resources to go around taking pictures. Discussion ensued as to other avenues in which events can be relayed onto the public. Mr. Kazmark will speak with Mrs. Dispoto regarding the Borough Facebook page.

Councilwoman Giandomenico discussed getting started on the planning of budget meetings for the 2017 Municipal Budget. She announced the date of the upcoming Board of Education meeting.

Councilman Dombrowski readdressed the 2017 meeting schedule. He discussed the attendance at this year’s tree lighting ceremony at the Recreation Center. He stated he was approached by

people stating they had no knowledge of the tree lighting event. He also touched on the attendance during some of the Centennial events.

Councilman Caramagna thanked Councilman Vuoncino regarding his input during Library Board meetings. He then discussed that the Homeowners Association is not a political group.

Councilman Work has no report at this time.

Council President Vuoncino discussed the previous Library Board meeting. He discussed the formation of a Library Committee after some discussion it was decided it would consist of Councilman Vuoncino, Councilman Dombrowski and Councilman Chirido. Councilman Vuoncino discussed that many of the conversations which took place tonight in the past would have been vetted by the Recreation Commission. Mr. Kazmark confirmed that when expenditures need to be approved it needs to come before the Mayor and Council. A joint meeting between the Mayor and Council and the Recreation Advisory Board will be scheduled for a work session in the new year.

Mayor Colletti discussed prior discussion about creating a War Memorial Committee. After some discussion it was decided that the committee would consist of Councilwoman Giandomenico and Councilmen Golabek and Work.

15 – EXECUTIVE SESSION:

- a. Personnel – Borough Clerk’s Office
- b. Personnel – Police Department
- c. Negotiations – PBA Local #185

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 – Borough Clerk’s Office
Personnel – Police Department
Negotiations – PBA Local #185

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 Council President Vuoncino and seconded by Councilman Caramagna to enter into Executive Session. Motion carried unanimously.

Personnel – Borough Clerk’s Office
Personnel – Police Department
Negotiations – PBA Local #185

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

A motion was made by Councilman Chirido and seconded by Councilman Work to adjourn. Motion carried unanimously.

Respectfully submitted,



Keith Kazmark, RMC/CMC/MMC
Borough Clerk

Minutes approved at the February 16, 2017 Regular Meeting of the Mayor and Council.

