

**BOROUGH OF ELMWOOD PARK  
WORK MEETING**

**August 1, 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, Castiglia, Colletti, Conboy and Vuoncino and were present. Councilman Pettigano was absent. Also present were Mayor Mola, Borough Clerk Keith Kazmark, Borough Engineer Dr Steve Boswell 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:** No one wished to be heard.

**Work Meeting Agenda Items:**

**1 – Engineering Report:**

- a. **Monthly Status Report** – Mr. Boswell sat in for Mr. Ten Kate who was on vacation, discussed the Recreation Commissions plan regarding English Avenue Park. He spoke regarding the \$80,000 matching grant for the project and notified the Council that a public hearing must take place prior to the submission of the grant. Discussion then ensued as to the location of the softball field and additional parking. Mr. Boswell stated the grant programs in Bergen County are competitive due to the number of municipalities within the County whereas in some other Counties all municipalities receive aid. Mr. Boswell reported progress with the emergency generator at the Municipal Building. He also reported Boswell Engineering is working on the plans for the Market Street Streetscape Phase 2. Mr. Boswell discussed the Orange Avenue Improvement project and reported progress with Kipp Avenue Pump Station. The conceptual study for the widening of River Drive from Martha Avenue to Roosevelt Avenue has been completed, Boswell Engineering is awaiting a response from the County.
- b. **Letter from Lorraine Gogolen regarding Market Street Streetscape Phase 2** – Mr. Kazmark asked Boswell Engineering to honor the request not to plant a tree in front of the residence during the construction of the Market Street Streetscape.
- c. **Letter from the Department of Transportation regarding FY2014 State Aid Programs** – Mr. Kazmark stated a September 20, 2013 deadline is in effect for the submission of applications for the 2014 State Aid Programs. This item was held over to the September 12, 2013 Work Session.
- d. **Resolution Opposing the Rebuilding of the Dundee Hydroelectric Plant at the Dundee Dam** – Mr. Boswell discussed the discussions pertaining to the rebuilding of the Dundee Hydroelectric Plant.

**2 – Email from Richard Bolan regarding seasonal help** – After some discussion the Governing Body agreed to hire temporary help not to exceed \$2,000 in salary.

**3 – Letter from St. Leo's Church requesting the use of the town's grandstand** – A resolution approving the use of the grandstand by St. Leo's Church will be on August 15, 2013 Regular Meeting agenda.

**4 – Letter from the Chamber of Commerce requesting insurance coverage for the 5K Run** – A resolution approving the insurance coverage for the Chamber of Commerce's 5K run will be on August 15, 2013 Regular Meeting agenda.

**5 – Email from Mary Reber requesting permission to hang a banner for the 5K Run** – A resolution granting permission to the Chamber of Commerce to hang a banner across Market Street for the 5K Run will be on the August 15, 2013 Regular Meeting agenda.

**6 – Letter from Barbara Dispoto resigning from the position of Municipal Alliance Coordinator** – Mr. Kazmark asked the Council if they knew anyone who would be interested in fulfilling this position to let him know. The resolution appointing someone to the position will be on the January 1, 2014 Re-Organization Meeting.

**7 – Letter From Violet Shamah resigning from the Recreation Commission** – Mr. Kazmark stated Ms. Shamah has submitted a letter of resignation from the Recreation Commission and that an appointment would be needed for that board.

**8 – Letter from Captain DiPasquale requesting the hiring of a crossing guard** – After some discussion the Governing Body decided a resolution will be placed on the August 15 2013 Regular Meeting agenda.

**9 – Redeem Road Opening Performance Cash Bond – Permit # 263-11** – A resolution to redeem the bond will be placed on the August 15, 2013 Regular Meeting agenda.

**10 – Revisit Professional Planning Services – Kauker & Kauker LLC** – Councilman Colletti apologized to for his absent at the public meeting in which the original resolution was tabled. He stated he believed there were questions surrounding the services and hoped that questions will be answered. Councilman Castiglia stated that the Council is aware on his thoughts regarding moving commercial zoning into residential zones. He further stated that when the topic of extending the commercial zone on the north side of Market Street Mr. Kauker did not recommend the pursuit of those changes. Councilman Castiglia stated he did not understand why Mr. Kauker is now recommending a similar change on the south side of Market Street with a proposal of \$15,000 to prepare a study on those changes. He further expressed his feelings regarding the expanding of the commercial zone on the south side. Councilman Colletti stated that changes in the zone would be for parking and a buffer zone only. Councilman Castiglia confirmed the expansion would not be used to expand the business in any way except for parking. Councilman Castiglia stated he does not want to infringe on the rights of residents in the surrounding area. Mayor Mola suggested that the topic be revisited at the next work session when all the Council members are present.

**16 – Letter from Broadway Improvement Corporation regarding Broadway Station** – Mr. Kazmark stated the request for lighting under the overpass is separate from the hawk light discussions. He further stated that Fair Lawn has agreed to contribute \$3,000 towards the lighting and Broadway Improvement Corporation is requesting that Elmwood Park also contribute \$3,000. After some discussion the Governing Body approved to contribute \$3,000 towards the lighting to help ensure pedestrian safety. A resolution will be placed on the August 15, 2013 Regular agenda authorizing said contribution.

**17 – Discussion of the LOSAP Account** – Mr. Kazmark stated that the Borough's Auditing firm had some concerns regarding Valic. Mr. Riggitano recommends the Borough use Lincoln Financials for the LOSAP program and Mr. Kazmark concurs. A resolution to transfer the LOSAP funds will be placed on the August 15, 2013 Regular Meeting agenda.

**18 – Corrective Action Plan for the 2012 Audit** – Mr. Kazmark discussed the comments and recommendations within the audit. He stated that all of the recommendations have been addressed. Councilman Vuoncino stated the recommendations are simply reiterated and does not clearly state the correction that is being made. Mr. Kazmark discussed some corrective actions that are being done in other municipalities and will be done in Elmwood Park. Mr. Kazmark asked the Governing Body if a resolution recognizing that the Council Members have reviewed the Corrective Action Plan be placed on the August 15, 2013 agenda or if the Corrective Action Plan be revisited at the next work session. The Corrective Action Plan will be on the September 12, 2013 Work Session agenda.

**19 – Time Due Policy** – Mr. Kazmark stated the Time Due Policy which the Police Department follows should be codified. He recommends the Council allows Mr. Giblin to draft an ordinance to be introduced. He further recommends that the time due regarding the Department Heads be held over and discussed separately from the Police Department. The Governing Body authorized Mr. Giblin to draft a Police Time Due Policy ordinance for introduction.

**11 – ORDINANCES:**

- a. Ordinances on Park Signs – Discussion ensued to the codes listed on the Park signage. Discussion ensued regarding the verbiage of the park's hours. Mr. Giblin will draft an ordinance which states the park's hours are from sunrise to sunset to be introduced.

**12 – DEPARTMENTAL REPORTS:**

- a. Library Minutes – May 20, 2013 – Accepted without discussion
- b. Municipal Court Report – June 2013 – Accepted without discussion
- c. Police Department Report – June 2013 – Accepted without discussion

**13 – COMMITTEE REPORTS:**

Councilman Castiglia reported progress.

Councilman Caramagna reported progress.

Councilman Conboy discussed the upcoming National Night Out. Councilman Conboy discussed the work the Department Heads have done which helped to decrease the amount of comments made on the Borough's annual audit. Councilman Conboy discussed the increase to the Borough's revenues. He further discussed the credit rating the Borough has for bonding. Councilman Conboy discussed the success of this year's summer camp. The replacement of the gym floor will begin after the conclusion of the summer camp. Councilman Conboy discussed the coming together of the two baseball leagues. A press release has gone out with the Presidents

from both leagues which state that starting with the Fall Season there will be one unified baseball league. He stated he wished he had the same to report regarding the two soccer leagues, however after numerous attempts to bring the leagues together no progress has been made. Councilman Conboy stated that Bombers will be utilizing Borough Field once again.

Councilman Vuoncino reported progress.

Councilman Colletti discussed the Police Outside Contracting Fee Schedule ordinance and stated that he feels that there should be an increase to the administrative fees. Mr. Giblin stated that the ordinance would need to be re-introduced and adopted. Councilman Vuoncino stated he feels it should stay as it is and move on. Councilman Conboy stated he understands everyone's opinion regarding the fee schedule, but feels that it should have been addressed in the beginning.

Mayor Mola stated he agrees with Councilman Colletti regarding an increase to the administration fees for outside contracting.

**14 – Executive Session:**

- a. Elmwood Park LIM, LLC Easement
- b. Personnel – Building Department
- c. Litigation – Buonanno v. Elmwood Park

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:

**Elmwood Park LIM, LLC Easement**  
**Personnel – Building Department**  
**Litigation – Buonanno v. Elmwood Park**

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 Colletti and seconded by Councilman Castiglia to enter into Executive Session. Motion carried by the members present.

**Elmwood Park LIM, LLC Easement**  
**Personnel – Building Department**  
**Litigation – Buonanno v. Elmwood Park**

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

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

Respectfully Submitted,



Keith Kazmark, RMC/CMC/MMC  
Municipal Clerk

*Minutes approved at the September 19, 2013 Regular Meeting of the Mayor and Council.*