

BOROUGH OF ELMWOOD PARK

WORK MEETING

December 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 8:03 p.m. Statement of Compliance was read.

Governing Body members Caramagna, Colletti, Conboy, Castiglia, Pettigano, Councilmen-Elect Dombrowski and Martino was present. Councilman Vuoncino arrived at 8:20 p.m. Also present were Mayor Mola, Municipal 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: No wished to be heard.

Work Meeting Agenda Items:

1 – Presentation of Professional Insurance Association Year End Report – Frank Covelli – Mr. Covelli presented Borough Clerk Kazmark with two copies of the yearly report with one being sent to the Borough Auditor. Mr. Covelli discussed the impact of Superstorm Sandy on the State of New Jersey and to the Borough of Elmwood Park. Mr. Covelli discussed cyber liability under its own policy terms. He then discussed that as of January 1, 2014 the EJIF will no longer cover underground storage tanks that are older than 20 years old. Mr. Covelli discussed the training courses that are now available online such as the required blood born pathogen training. He then discussed what is covered for the Borough under the policy. Mr. Covelli discussed the policies that are acquired outside of the Joint Insurance Fund. Other items such as accident loss time reports for all municipalities and the loss time frequencies for Elmwood Park were discussed. Mr. Covelli discussed the surplus and dividends for the JIF and MEL. Mr. Covelli stated that in the form of dividends over a 20 year span the Borough received \$623,872. For 2013 the Borough will be receiving a dividend of \$29,980. Dividends are distributed be way of check or credit toward the following policy term. Mr. Covelli discussed the upcoming Elected Officials training. Councilman Colletti asked Mr. Covelli to discuss the use of the Recreation Gym by Borough Employees. Mr. Covelli discussed the benefits of offering the employees the use of the weight room.

2 – Engineering Report:

- a. **Monthly Status Report –** Mr. Ten Kate discussed the underground storage tanks from the Police Department and Department of Public Works. He then discussed the progress with the intersection of Market Street and Boulevard. Mr. Ten Kate discussed the new Kipp Avenue Pump station is operational with the old pump station being demolished. He also stated issues with the contractor completing the work. The draft of the hydrant map is at the Department of Public Works for review. Bids have been taken for the Gall Avenue Sanitary Sewer replacement and a pre-construction meeting will be taking place on December 13, 2013. Mr. Ten Kate discussed the progress with the Kipp Avenue/Fleischer's Brook grant. He discussed the bids came in higher than the awarded grant. He then explained the reasons for high bid amounts. He suggested going out to rebid on the project. Discussion on the Kipp Avenue/Fleischer's Brook was held over to the first work session in January 2014. Mr. Ten Kate stated that he is still waiting on a response from the County regarding the River Drive widening project. Mr. Ten Kate stated that the study is progressing regarding pump station #6. He further stated for the incoming Councilmen that Pump Station #6 handles the most flow of the sanitary sewer system and is in need of attention. Orange Avenue paving is completed with just the punch list needing to be completed. Mr. Ten Kate discussed the meeting in Saddle Brook regarding Storage Access and the pipe leading into Fleischer's Brook. He stated that the developer has agreed to pull that pipe from the plans and has offered an easement to Elmwood Park. Mr. Ten Kate stated there will be another meeting in January 2014 regarding Storage Access. The Council authorized Mr. Ten Kate to attend the January meeting.
- b. **Improvements to Fleischer's Brook Bids –** Discussed during the Monthly Status Report.
- c. **Proposal for Engineering Services – English Avenue Park Improvements –** Mr. Ten Kate discussed the proposal for English Avenue Park.

3 – Discussion with Construction Code Official Richard Bolan:

- a. **Potential Expansion of Shared Services with Fair Lawn** – Mr. Bolan discussed the shared services between Elmwood Park and Fair Lawn. He then discussed the potential expansion with the Plumbing Sub-code and Plumbing Inspector. He stated there are two employees that work for both Boroughs currently and it could be beneficial to enter into a shared service agreement with those positions. He also stated that currently he has his Fire Subcode Inspector in Fair Lawn retiring, therefore suggesting the possibility of hiring Elmwood Park's Fire Subcode Inspector in Fair Lawn and once again entering a shared service agreement benefiting both Boroughs.
- b. **Elevator Subcode Proposal** – Mr. Bolan discussed that currently the Borough uses State Elevator Subcode Inspectors. He further discussed an on-site third party inspector. The fees that are generated is what covers the cost of the third party inspector. Borough Clerk Kazmark stated the discussion is to decide if Mr. Bolan should pursue discussion with Fair Lawn to see if an interest exists with Fair Lawn to enter into additional shared services.
- c. **Vehicle Request** – Borough Clerk stated a vehicle has not been purchased for the Building Department since his arrival. Mr. Bolan then discussed the Building Department's fleet. Borough Clerk Kazmark stated that Superintendent Karcz and Borough Mechanic Tyburezy stated the vehicles are in need of a lot of repairs. Borough Clerk Kazmark discussed the ability to purchase a two 2013 Ford Focus' through State contracting which is being supported by himself, Mr. Karcz and Borough CFO Roy Riggitano. Councilman Colletti inquired about past practices. Mr. Kazmark stated that in the past vehicles have been handed down to the Building Department. Councilman Vuoncino discussed cutting down on the maintenance costs of Borough vehicles. Mr. Bolan discussed some of the mechanical issues that have occurred within their current fleet. He further stated he approached Chief Johnson as to whether any vehicles in their fleet would be available for a transfer. According to Mr. Bolan, Chief Johnson stated only one vehicle would be leaving their fleet and is not in a reliable condition. Councilman Conboy stated that two vehicles should be purchased through state contracting for the Building Department. Councilman Colletti inquired if vehicles were purchased would this be adding to the fleet or will two vehicles be removed from the fleet. Mr. Kazmark stated that if two vehicles are purchased then two Crown Victoria will be removed from the fleet and go out to online auction. Mr. Kazmark if there was any objections to move forward on the purchase of two vehicles. There was no objection therefore a resolution will be placed on the December 19, 2013 Regular Meeting agenda.

4 – Discussion with Health Official Deb Ricci:

- a. **Interlocal Agreement for Emergency Alternate Site Storage of Vaccines** – Ms. Ricci discussed the need for an alternate storage site for vaccines. She then discussed the possibility to enter into a shared service agreement with Garfield utilizing the Borough's nurse in exchange for the use of the Garfield's facilities. Ms. Ricci discussed the computer system which monitors the refrigerator that houses the vaccines. Mr. Kazmark discussed the upcoming Disaster Recovery meeting which would also include the transit of vaccines if needed. A resolution will be placed on the December 19, 2013 Regular Meeting agenda.
- b. **Animal Control Contract** – Ms. Ricci stated for 2013 the Borough paid over \$4,947.77 more than the contracted amount with the County. Councilman Caramagna discussed bringing Mr. Ascolese back in for more discussion with the Council. Councilman-Elect Dombrowski stated he did agree with bringing Mr. Ascolese back due to the lack of figures for the services at the time. He further stated with dead animal pickup included in the contract which would keep our DPW workers doing items other than picking up roadkill he has no issue to call back Mr. Ascolese. Ms. Ricci stated the Board of Health endorses Bergen County Humane Enforcement for the Borough's animal control. A resolution will be placed on the December 19, 2013 Regular Meeting agenda.

5 – Letter from Elmwood Park Fire Department regarding 2014 Council Liaison – Accepted without discussion.

6 – Memorandum from Chief Johnson regarding 2014 Towers – Councilman Pettigano inquired the distance requirement for towers. Mr. Giblin stated the storage yard needs to be within a certain distance to Elmwood Park. Mr. Kazmark stated that each year the Detective Bureau conducts an investigation prior to the selection of towers. A resolution will be placed on the January 2, 2014 Regular Meeting to appoint the Borough towers.

7 – Letter from resident Anna Urbaniak regarding parking on Fournier Crescent – Discussion ensued regarding the letter. Councilmen-Elect stated a similar problem exists on Augusta Street. Mr. Kazmark asked Councilman Colletti to reach out to the Fire Department and inquire about Augusta Street. After some discussion the Council agreed that Mr. Kazmark will send a response to the resident.

8 – Letter from resident Cheryl Vanyo regarding the Snow Parking Ordinance – Mr. Kazmark discussed revisiting the snow ordinance in early 2014 and asked the Council if he should respond to the resident stating

the upcoming review of the parking ordinance. Councilmen-Elect Dombrowski discussed the lack of signage on Borough roadways. Mr. Kazmark will send a response to the resident addressing her concern.

9 – Vehicle request for the Department of Public Works – Mr. Kazmark stated that the purchase of this vehicle was approved earlier in 2013 and funds for the purchase were allocated. A resolution will be placed on the December 19, 2013 Regular Meeting agenda.

10 – Proposed 2014 Council Meeting Schedule – A brief discussion ensued by Councilman Caramagna. A resolution will be placed on the January 1, 2014 Re-Organization Meeting agenda.

13 – 2013/2016 Municipal Alliance Grant – Mr. Kazmark reported that he interviewed a non-employee for the position and he is not going to recommend this applicant be given the position. He further discussed reaching out to Mrs. Pinnola the Shop Steward for the White Collar to inquire if anyone would be interested. Mr. Kazmark stated if anyone knows of someone that is interested they can speak with Mrs. Dispoto and she will discuss what is expected for the position.

14 – Letter from resident Anna Niemyjska regarding parking issue on Paterson Avenue – Discussion ensued to the parking issues in the area. Mr. Kazmark stated that Mr. Bolan provided him with the resolution that transferred the repair shop business to the current location. Mr. Kazmark will invite Mr. Ferraro to a work session in January 2014. Councilman-Elect Dombrowski stated that Proline Autobody is also parking vehicles on local roadways and feels that the owner of that business should also be asked to attend the work session in January.

15 – Letter from Kreisher Industrial Corporation requesting to locate storage containers Synkote Paint Property – Mr. Giblin stated he reviewed the proposal and stated the Borough does not own the property nor does the Borough want to obtain the property due to the large amount of back taxes owed to the Federal Government and the cost to rectify the environmental issues.

11 – ORDINANCES:

- a. **Building Subcode Fee Ordinance** – Mr. Kazmark discussed that some fees have increased and other have decreased. Discussion ensued regarding the changes within the fee scheduled. Mr. Kazmark stated that it is required for the shared service agreements that the fee schedules of the participating municipalities be in sync. The ordinance will be introduced at the January 2, 2014 Regular Meeting of the Mayor and Council.

12 – DEPARTMENTAL REPORTS:

- a. **Police Department Report – November 2013** – Accepted without discussion
- b. **Department of Public Works Report – November 2013** – Accepted without discussion
- c. **Library Minutes – October 28, 2013** – Accepted without discussion
- d. **Recreation Commission Minutes – October 28, 2013** – Accepted without discussion
- e. **Health Department Reports – September 2013, October 2013 & November 2013** – Accepted without discussion
- f. **Recreation Department Report – November 2013** – Accepted without discussion

16 – COMMITTEE REPORTS:

Councilman Caramagna inquired about when Gilbert Avenue will become a one-way street. Mr. Kazmark stated the one-way will take effect on January 1, 2014. Councilman Caramagna stated the Homeowners Association had their Christmas party on December 11, 2013.

Councilman Conboy reported that the Recreation winter sports are underway. He discussed practice time has been made available for basketball at the schools. He further discussed a new winter soccer league. Councilman Conboy discussed the possibility of significant expansion will be seen with the hockey league. Councilman-Elect Dombrowski commended Councilman Conboy on his Master of Ceremonies duties at the Tree Lighting Event. Councilman-Elect Dombrowski inquired about the use of the County ice rink for the hockey league. Councilman Conboy stated parents do not want to travel to the rink.

Councilman Pettigano had no report.

Councilman Vuoncino stated the Annual Fund Drive for the Ambulance Corps will be beginning soon. He discussed renovations to the Ambulance Corp building and inquired if they would be exempt from building permit fees because they are a volunteer organization. The Council agrees to waive permit fees for the Ambulance Corps.

Councilman Colletti discussed the Fire Department's grant application for air tanks.

Mayor Mola discussed a letter of resignation from the Library Board for Timothy Mooney. He further discussed that Mr. Mooney is moving out of state and that he is recommending Robert Manginelli who is

currently the Mayor's Alternate to fulfill Mr. Mooney's unexpired term. A resolution will be placed on the December 19, 2013 Regular Meeting agenda for the appointment.

Mr. Kazmark distributed a memo listing the RFP/RFQs that were opened today at 11:00 a.m. with Mr. Kazmark, Mrs. Dispoto and CFO Roy Riggiano present. Mr. Kazmark further discussed the formation of a committee to review the RFP/RFQs. He also discussed the new regulations from the state in grading the proposals. Mayor Mola stated he would like to keep the appointments held over until the January 2, 2014 Regular Meeting, therefore keeping the Re-Organization Meeting on January 1, 2014 a more ceremonial type of meeting.

17 – EXECUTIVE SESSION:

- a. Memorandum of Agreement – Department of Public Works
- b. Contract Negotiations – White Collar

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:

Memorandum of Agreement – Department of Public Works
Contract Negotiations – White Collar

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 Conboy to enter into Executive Session. Motion carried unanimously.

Memorandum of Agreement – Department of Public Works
Contract Negotiations – White Collar

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

A motion was made by Councilman Castiglia and seconded by Councilman Conboy to adjourn. Motion carried unanimously.

Respectfully submitted,



Keith Kazmark, RMC/CMC/MMC
Borough Clerk

Minutes approved at the January 16, 2014 Regular Meeting of the Mayor and Council.