

**MAYOR AND COUNCIL MEETING**  
**WORK SESSION**  
**October 23, 2018**  
**6:49P.M.**

Present: Councilmembers: Capilli, Epstein, Farinaro, Mintz, Metzdorf, Oppelt and Mayor Misciagna  
Absent:

Also Present: Julie Falkenstern, BA  
Carmine Alampi, Esq.  
Magdalena Giandomenico, Borough Clerk  
Durene Ayer, CFO  
Dan Lee, P.E, Borough Engineer

**Mayor Misciagna read the compliance statement earlier as required by the Open Public Meeting Act, P.L. 1975, and Chapter 231.**

On a motion made by Councilman Mintz and Seconded by Councilman Oppelt to confirm. Motion carried unanimously.

**I. Field Fees**

- a. Council President Capilli spoke about how PRAA provided him with field fees and most places charge \$100/hr. whereas Park Ridge only charges around \$17/hr. The Borough needs to adjust their fees accordingly and streamline who and when they are using the fields. A discussion ensued. The process of teams signing up and the field scheduling needs to be streamlined.

**II. Recreation Sports**

- a. Councilwoman Epstein mentioned how currently the recreation program oversees men's basketball and women's volleyball; it has insurance to cover these teams through the end of 2018. A discussion ensued. In 2019 it is necessary to implement fees that will cover the cost of the insurance.

**III. Board of Health**

- a. Councilwoman Epstein spoke about an issue with TYCO and the way they handled a dog bite where the dog should have been deemed dangerous. TYCO also wrote a letter deeming the dog dangerous using Borough letterhead. A discussion ensued about not renewing TYCO for the New Year and using the County instead.
  - i. Borough Attorney mentioned how now the new law makes is the town's responsibility to have a humane officer and how the transportation of animals is very expensive. The County is accredited to handle everything based on the new legislation and we can explore doing a shared service agreement with them.
  - ii. Borough Administrator asked if the Borough has any liability over the actions of the dog going forward and the Borough Attorney stated the dog was adjudicated and the owners is allowed to move the pet anywhere. Based on tort claim law we are not required to expand energy and time searching for the animal.

**IV. Credit Card Terminals**

- a. Council President Capilli discussed credit card merchants and how there are ones who can offer lower rates for the residents who use credit cards to make Borough payments. The

Borough would not get any money for this and the merchant works with munidex, but it would lower the convenience fee for our resident, which currently is at 2.75%.

- i. Councilman Mintz stated that although Munidex will not be set up for a while, it would be good to lower the convenience fee for our residents.

*Councilman Metzdorf arrived at 7:07pm*

**V. Munidex**

- a. The Borough CFO, Durene Ayer , spoke to the Mayor and Council about the meeting between herself, Munidex, Julie and Bill Beattie. She spoke about the concerns with the current payroll company and how running any reports before the payroll is processed inadvertently messes up the payroll for that pay period, which is not good. She is hoping to switch payroll companies by the first pay period of 2019.
  - i. Council President mentioned how Munidex is cheaper.
  - ii. Mayor Misciagna inquired how the company would work without a contract for almost a year designing software for us. Councilman Mintz stated that the Borough pays for the development costs and then the merchant has the rights to use the design elsewhere. The electric department wants to get more detailed in their billing information which would need to be designed
  - iii. Borough Attorney and CFO stated that a contract would need to be signed.

**VI. RFQ's 2019**

- a. The Borough Attorney will review the wording on the RFQ's before they are posted and make any necessary adjustments on the ones used the previous year. He will also write one for a COAH Counsel and Borough and Board Planner. They will go out next week and be due back on or before November 27<sup>th</sup>.

**VII. Borough Field**

- a. A discussion ensued about the dimensions and cost of the Borough turf field. Councilman Farinaro stated how the Borough needs to explore the cost for making it a tackle rated field to expand its use for football. The Borough engineer will look into pricing and stated that the design and permits will take 8-10 months, so we can start working on the plans. Council President mentioned we would most likely need of bond. All in agreement.

**VIII. Engineer's Report, dated October 17, 2018:**

**1. GLEN ROAD BRIDGE / CULVERT**

Per information prepared by Brooker Engineering and provided to the Borough, the Glen Road Culvert / Bridge requires structural improvements. An NJDOT grant was received by the Borough which is expected to expire within 90 days pending receipt of a letter from the NJDOT. To date, this letter has not been received by the Borough.

As requested by the Borough, Neglia Engineering Associates secured the bridge engineering sub-consultant services on behalf of the Boroughs of Park Ridge and Woodcliff Lake to evaluate the bridge's current condition and provide an engineer's estimate to repair the bridge. On March 14, 2018, the final report was issued to the Borough from our office for review and consideration by the Governing Body. The report offered the following design considerations:

RECOMMENDATION	APPROXIMATE BUDGET!	SERVICE LIFE
Bridge Replacement	\$1,180,000	40 years
Bridge Rehabilitation	\$700,000*	25 years

! These budgets do not include any soft costs and do not include budget to repair the existing leaking water main and guiderail.

\* At the time of the analysis, existing bridge construction drawings could not be located. The bridge conditions uncovered during construction could lead to unknown conditions requiring budgetary exceedance. If the bridge documents could be located by either Boroughs, these unknowns and potential exceedances could be limited.

At this time, we would respectfully request that the Borough Water Department address the existing water main leak occurring and that the Borough Department of Public Works (Woodcliff Lake and / or Park Ridge) address the lattice, bridge fall protection railing. In addition to these priority improvements, the Boroughs would need to address in 2019 the existing bridge scour that is occurring now. The Bridge Rehabilitation / Bridge Replacements should occur within the bridge's service life timeframe of three years (Early 2021).

**Woodcliff Lake is in the process of submitting an NJDOT Local Aid Infrastructure Fund (LAIF) grant. The grant would seek funding to supplement the 2015 NJDOT MA grant already received by the Borough of Park Ridge.**

2. **PARK AVENUE BRIDGE REPAIR (EAST OF BOROUGH HALL)**  
We are scheduled to kickoff the project with our structural sub-consultant for the design on October 18, 2018. We anticipate going out to bid this year with construction commencing in the spring. Bid this year and construction next year. Mayor Misciagna inquired about using grants to make it more decorative.
3. **MILL POND – NJDEP DAM SAFETY ANALYSIS**  
We are preparing the updated Emergency Action Plan and Operation and Maintenance Manual, which are due on October 31, 2018.
4. **PARK AVENUE – ROADWAY IMPROVEMENTS / CENTERLINE SKEW**  
Survey is complete and the concept dimensional roadway plan is scheduled to be prepared within three weeks for discussion with 1) the County for approval to relocate the off-center centerline and with 2) the NJDOT to confirm that TAP Grant funding can be used for this minor change in scope for the awarded grant. Will have the plan in the next two weeks.
5. **PARK AVENUE – SPEED LIMIT REDUCTION**  
The second reading of the speed limit reduction was supposed to occur on September 26, 2018. We are working to confirm with the County when the new speed limit signs will be installed.
6. **PARK RIDGE TRANSIT, LLC REDEVELOPMENT**  
Construction is anticipated to start in October, pending receipt of all applicable permits. Demolition on site, but permit fees not paid yet. Need ordinance to amend financial agreement.

**7. Grant Status**

PROJECT	GRANT/YEAR	AMOUNT	STATUS	NOTES
Park Ridge Train Station	2009 NJDOT MA Grant	\$79,000	Preparing closeout documents.	Project closeout authorized by NJDOT
Park Avenue ADA Curb Ramp Reconstruction	2015 Bergen County ADA Coop	\$129,131	Construction complete. Reimbursement required.	NEA working with Borough CFO and Administrator to closeout.
Glen Road Culvert	2015 NJDOT MA Grant	\$149,000	Contract to be awarded	Pending coordination with Woodcliff Lake additional grant.
ADA Improvements at Borough Hall	2016 CDBG Grant	\$42,125	Reimbursement Pending	Reimbursement requested 8/14/18
Mill Road (Section 2) (Grand to Mallon)	2016 NJDOT MA Grant	\$150,000	Closeout Pending	NEA working with Borough CFO and Administrator to closeout.
Park Avenue Streetscape (Pascack to Kinderkamack)	2016 NJDOT SSTT Grant	\$220,000	Contract to be awarded	This project needs to be designed and awarded. <b>Concept design in progress.</b>
Park Avenue Streetscape (Same project as above)	2016 TAP Grant	\$357,000	Contract to be awarded	This project needs to be designed and awarded. <b>Concept design in progress.</b>
Mill Road Phase 2 Additional Funding (Mallon)	2017 NJDOT MA Grant	\$150,000	Contract to be awarded	(*Recommend including with other projects for economies of

to Quackenbush)				scale.
Mill Road (Section 4) (Quackenbush to Pascack)	2018 NJDOT MA Grant	\$138,822	Grant Awarded 6/5/18. Contract must be awarded by 2/21/20	(*) Stand-alone proposal previously provided to the Borough.
2018 CDBG Road Program (Terrace Street, Oakland Street, Woodland Street)	2018 CDBG Grant	\$83,563	Grant award pending. Expected Fall 2018.	(*) Survey, Engineering and Construction Administration proposal required.

(\*) We recommend these projects be combined for better economies of scale through design, bidding and construction. Our office can provide a combined proposal for survey, engineering design and construction administration services should the Borough wish to proceed with any combination of these three projects. Our proposal would have a reduced scope for the Mill Road Phase 2 Additional Funding portion, since that has already been designed by Brooker Engineering.

**8. PARK AVENUE – COUNTY CO-OP PAVING/ADA IMPROVEMENTS FROM KINDERKAMACK TO PROSPECT**

Prior to paving this section of Park Avenue, the County requires all handicap ramps be upgraded. The County provides a grant program that covers 100% of construction costs and a percentage of design and construction administration costs. We met with Jaison Alex of Bergen County on October 10, 2018 to review ADA ramp replacement. We provided Mr. Alex our list of anticipated repairs for his review and confirmation. Pending confirmation by Mr. Alex, our office will prepare a construction cost estimate and a proposal to design the ramps for the Borough’s bonding purposes. If the estimates are acceptable, the Borough must enter into an agreement with the County for the ADA ramp repair. We recommend the Borough also pursue getting this section of Park Avenue on the County’s paving list at this time.

**Open Work Session adjourned to Closed Session at 7:50 pm**

On a motion made by Councilman Mintz and Seconded by Councilmen Oppelt to confirm. Motion carried unanimously.

Respectfully submitted,



Magdalena Giandomenico  
Borough Clerk

Municipal Building  
Park Ridge, NJ