

53 Park Ave
Park Ridge, NJ

MAYOR AND COUNCIL MEETING
WORK SESSION
May 9, 2023
7:01 P.M.

Present: Councilmember Hoffman, Councilmember Capilli, Councilmember Cozzi,
Councilmember Goldsmith, Council President Fenwick and Mayor Misciagna

Absent: Councilmember Ferguson

Also Present: John Schettino, Borough Attorney
Connie Carpenter, Borough CFO
Magdalena Giandomenico, Borough Clerk
John Dunlea, Borough Engineer

Council President Fenwick read the compliance statement earlier as required by the Open Public Meeting Act, P.L. 1975, and Chapter 231.

Councilman Hoffman made a motion to adjourn open session into closed session and seconded by Councilman Cozzi confirm. Motion carried unanimously.

Councilman Cozzi made a motion to adjourn open session into closed session and seconded by Council President Fenwick confirm. Motion carried unanimously. Open Work Session resumed 7:48pm.

1. Keith Dalton

a. Insurance Registration:

1. Raise fee to \$50 from \$25 (checked with Montvale fee is \$50)
2. Change due date
3. Who is assigned to do this?
4. Create database from Fire Prevention Registration and Housing inspector Rentals
5. Send Mailing out with registration application
6. Collect fees and issue certificate of compliance

b. Lead Inspections Law:

1. To be done on one- and two-family rentals and multifamily rentals built prior to 1978

2. Multi family (3 or more) that have open lead violations with the State
3. Park Ridge deemed wipe town by the State
4. Initial inspection due no and on tenant turnover with in two years (Certificate valid for only two years) or every three years on non-tenant turnover
5. Fees-
 - a. 350 up to three bedrooms
 - b. \$100 each additional bedroom after three
 - c. \$150 Visual Inspection (If state changes the status from wipe to visual only)
 - d. Sample from Wipes Fees - Market value from Lab (TBD)
 - e. \$20 - State Surcharge Fee
 - f. Administrative Fee for paperwork, process and Certification of Completion - 15% or flat rate of \$50

Inspections to be done by:

Option One: Keith Dalton - Construction Official is licenses with State to do inspections and administrative duties -would require salary and borough to get fees.

Option Two: Outside Vendor who is licensed - Keeps all Fees.

Certificates for Resales of residential/commercial/tenancy changes residential and commercial:

- 1.Change ordinance from Fire Prevention for Smoke Detector/ Carbon Monoxide/ Fire Extinguisher to Construction Office Code Enforcement. Keith is currently doing all inspections for Commercial business.
- 2.Include Tenancy changes for residential in one, two family and multi family.
- 3.All fees to go to Code Enforcement - Construction Office.

Annual Inspections:

- 1.Elevator - Elevator Inspector Kevin Dougherty (24 site for inspections)
- 2.Pool - Electrical Inspector - Mauro Finnamore (5 Pools)
- 3.Backflow Preventer- Not enforced and should be -this would require all business and multi dwelling for three or more (roughly 133 locations) Began process but was not continued.

2. Engineer's Report:

1. CAPITAL IMPROVEMENTS

a. PARK RIDGE COMMUNITY CENTER

At this time, our office has completed the site / civil engineering construction documents for this project. A project programming meeting occurred on November 10, 2021 to review interior building finishes. It is our understanding that the Project Architect is working with the Borough to finalize the overall design intent. Our office is prepared to review the final design intent as it relates to the site / civil engineering construction documents once this has been finalized.

b. 2022 ROADWAY IMPROVEMENT PROJECT

Our office understands that the Borough has selected roads and intends to proceed with a Year 2022 Roadway Improvement Program in the coming months. As directed by the Borough, the road list for the Year 2022 Road Program includes the following roads:

- Leach Avenue – MA 2021 Grant funded
- Fairview Avenue – Municipally Funded
- Sibbald Drive – Municipally Funded
- Hall Court – Municipally Funded
- North Avenue – Municipally Funded (postponed to 2023 due PSEG work)

The Borough has provided a selection of roadways to be included in the 2022 road program. These roadways include the NJDOT MA 2021 funded roads as listed above. Estimates for the above roadways were previously provided for review. Our office issued a proposal for design and construction management related to the selected roadways on April 14, 2022. To expedite the preparation of design and construction bid documents, our office proceeded with the work immediately. It shall be noted that non-NJDOT funded roadways may be bid as alternates based upon available funding. Please note that the contract award deadline for the aforementioned NJDOT-funded roadways is November 21, 2022.

At this time, design and construction document preparation for the above roadways is complete. The project is currently out to bid and bids will be opened on June 24, 2022. This project was awarded at the June 28, 2022 Mayor and Council meeting. Contracts have been prepared and submitted to the Contractor. Milling and paving along Sibbald Drive and Hall Court is substantially complete. In addition, drainage improvements along Leach Avenue and North Avenue are complete. At this time, our office is coordinating with Park Ridge Public Works to address a newly discovered sag in a sanitary pipe located along Fairview Avenue. Our office has televised the line to determine the extent of the sag and is awaiting pricing from the contractor to address same.

Construction of the improvements to the sanitary sewer main along Fairview Avenue are complete and milling and repaving of Fairview Avenue is scheduled for the end of this week. This project also includes milling and resurfacing of North Avenue. In early October, PSEG arrived on site to complete additional gas main installation. This work was not properly coordinated with the Borough and we were not notified of such in advance. It shall be noted that this work was scheduled for completion in July / August of 2022. At this time, our office is working to determine the earliest date that the PSEG work will be completed and when North Avenue can be milled and resurfaced. Our office previously prepared payment documents for the work completed to date, which was approved at the previous Mayor and Council meeting. We note that this project includes outstanding funds. As such, we are acquiring quotes to address outstanding drainage issues (i.e., ponding conditions) along the cul-de-sac terminus at William J. Murphy Way and for repair of an existing drainage structure within a Borough easement located along the rear yard of 30 Pine Drive.

c. GLEN ROAD BRIDGE / CULVERT

The Bridge Rehabilitation / Bridge Replacement project is anticipated to be constructed within the bridge's service life timeframe which is during 2021. The Borough of Woodcliff Lake received an NJDOT FY2019 Local Aid Infrastructure Fund (LAIF) grant in the amount of approximately \$650,000. The application seeks funding to supplement the 2015 NJDOT MA grant already received by the Borough of Park Ridge. The Borough should review the grant deadline associated with the Year 2015 Municipal Aid Grant to determine the funding status.

Our office submitted the NJDEP Land Use Permitting Package on April 20, 2021. Additionally, our office concurrently submitted documents to NJDOT for review. Since then, NJDEP and NJDOT have issued comments related to the overall design. Our office is in receipt of NJDEP permits for this project and is finalizing structural design of the bridge based upon the final NJDEP-approved bridge configuration. Final bid documents / plans have been submitted to NJDOT and Bergen County Soil Conservation District. Our office, along with the Borough Administrator / Clerk met with the Borough of Woodcliff Lake Administrator to coordinate final details with respect to this project. Our understanding is that Woodcliff Lake will act as the lead agency as it relates to bidding, construction management, etc. Furthermore, it is our understanding that Woodcliff Lake will be responsible for 75% of the project costs while Park Ridge will be responsible for 25% of the project costs.

This project is being awarded to CMS Construction, Inc., 521 North Avenue, Plainfield, NJ 07060, in the amount of \$1,038,644.00 through the Borough of Woodcliff Lake. We anticipate construction commencing in July 2023, due to NJDEP construction restrictions.

d. MILL POND DAM – NJDEP DAM SAFETY COMPLIANCE

The Emergency Action Plan and Operation and Maintenance Manual language have been updated. Final copies of the Emergency Action Plan and Operation and Maintenance Manual have been submitted. Both submission items must be prepared and submitted to the NJDEP to ensure compliance. The NJDEP has indicated via phone conversations that once the inundation mapping is approved, they will require fully updated inundation mapping with new hydraulic studies.

The Visual Inspection Report was submitted to the NJDEP for its files and review on May 27, 2021. The Inundation Mapping was completed and submitted to NJDEP prior to the October 31, 2021 deadline. Our office has received comments from NJDEP related to the documents that were previously submitted. These items have been addressed and are being re-submitted to NJDEP for review.

e. NORTH 5TH STREET (SECTION II) – NJDOT MUNICIPAL AID GRANT FUNDED

The Neglia Group previously provided a proposal to provide Surveying, Engineering, and Construction Management Services for improvements along North 5th Street (Section II). We understand that the Borough has received a Year 2022 NJDOT Municipal Aid Grant in the amount of \$206,000 to construct roadway improvements along 5th Street from Colony Avenue to West Grand Avenue in the Borough. Design plans and specifications were previously completed and bids for this project were opened on May 24, 2022. The low bid related to the above was received by 4 Clean-Up, Inc., P.O. Box 5098, North Bergen, New Jersey 07047. The

low bid amount received for this project was \$118,209.40. This project was awarded at the June 28, 2022 Mayor and Council meeting. Contracts have been prepared and submitted to the Contractor. Milling and paving along North 5th Street (Section II) has been completed. This project is complete close-out documents have been prepared. Our office will work to obtain NJDOT reimbursement..

f. COLONY AVENUE PROPERTY ACQUISITION – BOUNDARY SURVEY AND SUBDIVISION

Our office understands that the Borough of Park Ridge intends to acquire Block 604, Lots 45, 52, 53 and 54. In addition, we understand that the current property owner has requested that a portion of the property be subdivided to permit access to an existing dwelling. As requested, we have proceeded with preparation of a boundary survey related to said acquisition. Field survey work is complete and we are awaiting receipt of title documents, which is required to finalize the survey. Upon completion of the boundary survey preparation, our office will prepare the necessary property subdivision plan and documents in coordination with the current property owner. We will also present the same to the Borough of Park Ridge Planning Board, if required. Our office has received the deed documents from the Borough Attorney. Upon review of the same, it was determined that additional historic deed documents would be needed. Our office is working with the title company to acquire the additional information. We are working to get the boundary survey and survey documents completed expeditiously.

Our office has completed the boundary survey for this project and has submitted the same to the Borough. We have completed preparation of the subdivision documents. At this time, our understanding is that the Borough is awaiting action from the sellers attorney.

Our office will be presenting the subdivision plans to the Park Ridge Planning Board for approval during the May 10, 2023 public meeting.

g. 2023 ROADWAY IMPROVEMENTS PROJECT(S)

The following roadways are being considered for the upcoming 2023 roadway improvements project:

- Evelyn Street (NJDOT Funded)
- DiBella Drive (NJDOT Funded)
- Windsor Drive (NJDOT Funded)
- Lakeview Avenue
- Randolph Street
- Summit Street
- Cascade Avenue (lower)
- Marti Road
- Helvetia Street
- West Park Avenue
- Kevin Court
- Glenbrook Road
- Dena Court
- East / Hillside Avenue
- Louville Avenue
- Park Lane

- Highland Street
- Elm Street
- Leach Avenue (easterly section)
- Laura Lane
- Johnsvale Road
- Ann Terrace
- Braemar Drive
- Mountain Avenue (westerly section)
- Musso Lane
- Wield Court
- Well location driveways, as identified by the Park Ridge Water Department

We note that estimates for the above are included in this report.

This roadway listing was provided to our office by DPW. Our office will continue to refine this list. However, we are respectfully requesting input from the Mayor and Council so that design and preparation of the bid and construction documents can commence in the coming weeks.

Based upon input provided at this Mayor and Council meeting, our office will be issuing a proposal to complete the construction document preparation for bidding as soon as practicable.

2. **GENERAL ENGINEERING**

a. **29 West Park Avenue – Drainage Easement**

Our office met with the homeowner at 29 West Park Avenue to review a reported drainage complaint. We note that the Borough maintains an existing easement with a drainage inlets and an associated conveyance system located within the rear yard of 29 West Park Avenue. We note further that the rear yard of the subject property acts as a localized low point. During heavy rainfall events, this area is subject to flooding. Our office has prepared an estimate to potentially improve/mitigate this matter. The estimate includes provision of rip-rap stone protection around the inlets and construction of additional inlet(s) to address capacity issues. The estimate also includes anticipated costs to clean and televise the existing conveyance pipe to ensure functionality. Per previous Mayor and Council meetings, the scope of work to mitigate this issue will be included in the 2023 Roadway Improvements project.

b. **PSEG Roadway Paving**

Our office has obtained a listing of PSEG roadways to be paved this spring (attached with this report). Additionally, we note that PSEG previously indicated that the entirety of North Avenue would be paved from curb-to-curb due to delays in the 2022 municipal roadway paving program resulting from PSEG work. We respectfully request input from the Borough with respect to utilization of paving credits to be applied to other roadways.

As directed at a prior Mayor and Council meeting, our office has directed PSEG to proceed with milling and paving of pertinent roadways from curb-to-curb. A proposal from Tilcon in the amount of \$120,600.00 was provided for this additional scope of work, which will be attributed to the Borough of Park Ridge.

c. **Firehouse Roofing Repairs**

We understanding that damaged / deteriorated roof coping has resulted in shingles becoming detached from the roof. Our office has engaged an architect to prepare bid / solicitation documents for the repair of the firehouse roof. We are proceeding with preparation of bid /solicitation documents.

d. **Colony Avenue Emergency Repair**

We note that our office was previously notified of a sinkhole on Colony Avenue. As such, we coordinated televising and inspecting of an existing sewer line traversing under the sinkhole. We did not observe any damages to the existing line. Following this, we contacted several contractors to provide quotes to address the sinkhole, receiving the following responses:

Joseph M. Sanzari, Inc.: \$23,155.00

ConQuest Construction, Inc.: \$9,600.00

We subsequently directed ConQuest to proceed with the work on an emergency basis and the contractor completed the work during the week of March 13, 2023. Our office will review and submit all invoices related to the work completed on this matter.


PROJECT	GRANT/YEAR	ORD./RE SO.	AMOUNT	STATUS	NOTES*
North Fifth Street - Phase II (NJDOT Funded)	2022 MA NJDOT Grant - North Fifth Street	TBD	\$206,000	Construction Complete	Project substantially completed. NJDOT Close-out documents in progress.
North 5th Street Property Land Acquisition	2021 / 2022 Bergen County Open Space Land Acquisition Grant Program	TBD	\$95,000 Requested (50% matching grant)	Grant Award Notification Received; Awaiting Grant Award Letter and Agreement	Grant application by Bruno Associates with application coordination, exhibit preparation and presentation by The Neglia Group.
2023 Road Improvement Program	2023 MA NJDOT Grant	TBD	\$180,540.00	Grant Award Letter Received; Awaiting Grant Agreement	This includes Evelyn Street, DiBella Drive, and Windsor Drive. We anticipate completing this project in Spring / Summer 2023

C. Municipal Budget – Council President Fenwick spoke about the budget and the proposed budget amendment.

Open Work Session adjourned int Closed Session at 7:38 pm

Councilman Cozzi made a motion to adjourn and seconded by Councilman Hoffman confirm. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Magdalena Giandomenico".

Magdalena Giandomenico
Borough Clerk