

53 Park Ave
Park Ridge, NJ

MAYOR AND COUNCIL MEETING
WORK SESSION
October 10, 2023
7: 02 P.M.

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

Absent:

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

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

1. **Limo License**.: The Borough Administrator asked for the addition of Res. No. 023-298 - Resolution Authorizing Taxi-Limo Owners License - O'Neill to the consent agenda, it is a routine renewal, all in favor.
2. **CFO**: The Borough CFO discussed the 2022 Audit report, the recommendations, and the corrective action plan with the governing body.

Prior year Findings Unresolved

Finance

1. Our audit revealed the balance reported in the Other Trust Fund for developer escrow deposits in not in agreement with the individual developer account balances per the subsidiary reports as of December 31, 2022. Additionally, old inactive and deficit balance of developer escrow deposits be reviewed and cleared of record.
2. The Affordable Housing Trust Fund revealed the annual financial report was not updated and available for audit.

Purchasing

1. Procedures over purchasing be reviewed and revised to ensure purchase orders are issued and encumbered when contract awards are approved, and expenditures are incurred during the year.

Current Year Findings

Finance

1. Reconciling items on all Borough bank accounts be reviewed for validity and invalid items be cleared of record.
2. Revised Water and Electric Utility usage rates be billed on their effective date in accordance with adopted Borough ordinances.

Purchase

1. Purchasing procedures be reviewed and revised to ensure purchase orders are available for audit and are issued and approved in accordance with existing Borough procedures and related procurement regulations.
2. State contact and Cooperative Purchasing Program contract award information be maintained on file and available for audit.

Corrective Action

Prior year

Finance

1. The deficit balance of developer escrow deposits has been worked out and cleared. Old inactive will continue to be reviewed. **Action Date:** In process
2. Research for location of information has been completed. The annual financial report for the Affordable Housing Trust Fund is in the process of being pulled and updated for completion of 2022 audit. **Action Date:** In process

Current Year Findings

Finance:

1. Bank accounts be reviewed and revised for validity and invalid items cleared of record monthly and signed off by CFO **Action Date:** Immediate
2. Water and Electric Utility usage rates have been billed on their effective date in accordance with the adopted Borough ordinances. **Action Date:** Implemented

Purchasing:

1. The purchase order procedure has been reconfirmed to all finance personnel so that purchase orders are to be encumbered when contract awards are approved with the availability of funds authorized by the CFO. **Action**
Date: Implemented

2. All purchase orders claiming State Contract and/or Cooperative Purchasing maintain copy of State Contract document together with purchase order. **Action** **Date:** Immediate

- There is a write up on the 2022 LOSAP audit, we need a Borough Ordinance to consider military credits that some of the FD members get towards there LOSAP points. All in favor.

**ENGINEER’S REPORT
BOROUGH OF PARK RIDGE
Date of Report: October 10, 2023**

1. CAPITAL IMPROVEMENTS

a. PARK RIDGE COMMUNITY CENTER

At this time, our office has completed the site / civil engineering construction documents for this project. Our office is prepared to review the final architectural design intent as it relates to the site / civil engineering construction documents once this has been completed.

b. 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 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 is 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. At this time, the Contractor, as well as the Borough of Woodcliff Lake, are awaiting relocation of an existing utility pole. Upon completion of the same, work on the bridge reconstruction will commence.

c. 2023 ROADWAY IMPROVEMENTS PROJECT(S)

The following areas and roadways have been selected upcoming 2023 roadway improvements project:

- Evelyn Street (NJDOT Funded) – **Scheduled to Commence on or about October 16, 2023**
- DiBella Drive (NJDOT Funded) – **Scheduled to Commence on or about October 16, 2023**
- Windsor Drive (NJDOT Funded) – **Scheduled to Commence on or about October 16, 2023**
- West Park Avenue – **Substantially Complete**
- Park Lane – **Substantially Complete**
- Mountain Avenue (westerly portion) – **Substantially Complete**
- Wield Court – **Substantially Complete**
- 29 West Park Avenue (drainage easement improvements) – **Awaiting Schedule for Televising and Cleaning**
- Leach Avenue (easterly portion) – **Substantially Complete**
- Laura Lane – **Substantially Complete**
- Johnsvale Road – **Substantially Complete**
- Ann Terrace – **Substantially Complete**
- Braemer Drive – **Substantially Complete**

In addition to the above, our office has surveyed Midland Avenue, from Randolph Street to North 5th Street, and John Court to evaluate drainage issues. Preliminary design documents will be completed and evaluated for future action.

Our office will be submitting a proposal associated with the above scope of work. However, to expedite the design schedule, we have commenced survey of the above roadways, as needed to complete the construction bid document preparation. We note that Evelyn Street, DiBella Drive, and Windsor Drive are being funded through NJDOT. As such, submission to NJDOT for review is required. We anticipate a 30-day review period related to the same. Design documents related to NJDOT-funded roadways will be submitted during the week of June 19th, 2023.

Design documents were submitted and reviewed by NJDOT. On July 3, 2023, our office received comments from NJDOT regarding the design documents. We have made the required revisions to address the NJDOT comments and have resubmitted for final review. Our office received final approval for bidding from the NJDOT on August 4, 2023.

On September 6, 2023, the Borough opened bids for the 2023 Roadway Improvements projects. The two (2) separate bids were opened and reviewed by our office. In total we received six (6) bids for the Surface Improvements to Evelyn Street, DiBella Drive and Windsor Drive (NJDOT Funded) and seven (7) bids for the 2023 Roadway Improvements (Municipally Funded). The lowest bidder for the NJDOT Funded project was submitted by 4 Clean Up, Inc., North Bergen, New Jersey, in the amount of One Hundred Seventy-Eight Thousand Seven Hundred Twenty-Nine Dollars and Sixty Cents (\$178,729.60). The lowest bidder for the Municipally Funded project was submitted by D&L Paving Contractors, Inc., Nutley, New Jersey in the amount of Eight Hundred Seventy-Nine Thousand Eight Hundred Fifty Dollars and Nineteen Cents (\$879,850.19). At this time, we are recommending that the projects be awarded to the respective low bidders. Upon receipt of the approved resolutions, our office will prepare the contracts and schedule a pre-construction meeting. We note and emphasize that the bid documents include a deadline for completion of both projects by November 1, 2023.

In addition to the aforementioned roadways, at a prior Mayor and Council meeting authorized us to proceed with the milling and resurfacing of the following additional roadways:

- Lakeview Avenue – Substantially Complete
- Randolph Street – Substantially Complete
- Summit Street – Substantially Complete
- Hillside / East Avenue – Substantially Complete

Furthermore, as requested, our office is currently working to coordinate and prepare an additional bid package for additional roadway to be milled and resurfaced, along with selective drainage improvements. The roadways to be considered for this upcoming bid package include the following:

- Ridge Avenue (from 2nd Street to Spring Valley Road)
 - John Court
- Seibert Court
- Gray Court

Pending availability of funds our office intends to bid the aforementioned improvements in November 2023.

2. GENERAL ENGINEERING a. Firehouse Roofing Repairs

We understand 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. The bid solicitation documents have been completed. Our office has evaluated completing the same through a purchasing cooperative. At this time, should the Mayor and Council take no exception, we recommend that price quotes be obtained through the purchasing cooperative. The plans and specifications have been completed and we are awaiting receipt of quotes from contractors within the purchasing cooperative. On September 6, 2023, my office (including the Project Architect), met with prospective bidders for

the project. A deadline for submission of quotes has been set for September 13, 2023. Assuming that pricing is acceptable, we anticipate construction of the proposed repair in Fall 2023.

Our office has received quote amounts for the aforementioned project from the following Contractors:

- Laumar Roofing Co. – \$21,000.00
- White Rock Roofing Co. – \$54, 810.00
- Northeastern Roof Maintenance – \$64,000.00

Our office has reviewed the submitted documents and has determined that the project can be awarded to Laumar Roofing Co. Our office will forward an award recommendation package for consideration at the upcoming Mayor and Council meeting (October 24, 2023).

PROJECT	GRANT/YEAR	ORD./RESO.	AMOUNT	STATUS	NOTES*
North 5 th 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. Boundary and Subdivision Plan Complete	Grant application by Bruno Associates with application coordination, exhibit preparation and presentations by The Neglia Group.
2023 Road Improvement Program	2023 MA NJDOT Grant	TBD	\$180,540.00	Grant Award Letter Received; Awaiting Grant Agreement Construction Commencing on or about October 16, 2023	This includes Evelyn Street, DiBella Drive, and Windsor Drive. We anticipate completing this project in Fall 2023

3. **Follow up on Mill Pond Referendum:** Council President Fenwick asked the Borough Engineer what the structural status of the Dam, if there was a possibility of it collapsing.
 - a. Borough Engineer stated that the last inspection of the dam was in 2021 and there was no substantial change, the next inspection is scheduled for 2024.

4. **School Fields:** Councilman Capilli stated that he had complaints from parents that kids are getting kicked off the West Ridge and East Brook school fields when they use them after school and have been told they are not allowed on the field until after 5:30pm. There is no official BOE policy that stated the kids are not allowed to use the fields until after 5:30pm. A discussion ensued. The Councilmembers stated that the schools use our fields on Memorial and Sulak from 3-6:00pm and we reserve them for their use, the borough Administrator is directed to call the School B.A Bob Wright and talk to him on the matter. The Borough can reevaluate the reservation of the Borough fields for school use if need be.

Open Work Session adjourned to Closed Session at 7:55 pm

Council President Fenwick made a motion to adjourn and seconded by Councilman Hoffman confirm. Motion carried unanimously.

Respectfully submitted,
Magdalena Giandomenico, Borough Clerk