

**BOROUGH OF WESTWOOD
PUBLIC MEETING OF THE MAYOR & COUNCIL
JANUARY 20, 2015 MINUTES
MUNICIPAL COMPLEX
101 Washington Avenue
7:30 PM Executive Closed Session/8:00 pm Public Session**

1. Opening of the Meeting:

The meeting was called to order by Mayor Birkner at 7:30 pm. Mayor Birkner then read the Open Public Meetings Law Statement: "This meeting which conforms with the Open Public Meetings law, Chapter 231, Public Laws of 1975, is a regular Borough Council meeting. Notices have been filed with our local official newspapers and posted on the municipal bulletin board."

2. Roll Call:

Mayor Birkner – Present
Councilmember Owens – Present
Councilmember Montana – Present
Councilmember Miller – Present
Councilmember Grefrath – Present
Councilmember Bicocchi - Present
Council President Arroyo – Present
Borough Attorney Huntington – Present
Interim Administrator/Borough Clerk Hughes – Present

Committee Assignments:

Public Properties
Health & Recreation
Fire & Ambulance
Finance, Administration & Capital Projects
Land Use
Police & Emergency Management

3. Resolution #15 - 32A: Executive Closed Session

Motion to adopt Resolution #15-32A: Councilmember Miller Second: Councilmember Owens

Roll Call: Councilmembers Owens - Yes Councilmember Montana - Yes
Councilmember Miller – Yes Councilmember Grefrath - Yes
Councilmember Bicocchi – Yes Council President Arroyo – Yes

4. Reopen the Meeting:

Motion to reopen the meeting: Councilmember Bicocchi Second: Councilmember Miller

Voice Vote: A voice vote was taken with all present voting in the affirmative. The time was 8:15 pm

5. Roll Call II:

Mayor Birkner – Present / Councilmember Owens – Present / Councilmember Montana – Present /
Councilmember Miller – Present / Councilmember Grefrath – Present / Councilmember Bicocchi -
Present / Council President Arroyo – Present / Borough Attorney Huntington – Present / Borough
Engineer Senkevich – Present / Interim Administrator/Borough Clerk Hughes - Present

6. Flag Salute

Councilmember Miller gave the invocation. Mayor Birkner led those present in the salute to the flag.

7. Home for the Holidays Parade Awards

8. Reports of Committees and Officials:

A) Mayor's Report

1) PSEG Energy Strong Project Update

Mayor Birkner reported on the recent PSE&G Energy Strong project progress review meeting. All of the Borough's punch list items have been corrected, and PSEG is current with all billing and receipts. He explained that PSEG is requesting permission to finish the remaining installations on

Kinderkamack and Broadway.

Councilmember Miller discussed concerns with escrow and past overtime payment issues. The Council determined that an escrow of \$60,000 plus the payment of any outstanding invoices should be required. Discussion was held on liability as it relates to the County's road opening permit parameters. Mr. Huntington believes that since the road opening permit applicant is PSEG, the Borough is insured for any liability.

The consensus of the Council was for Mr. Huntington to provide a legal opinion on liability, and for Mrs. Hughes to relay to PSEG the request for \$60,000 escrow and any outstanding balance for any invoices issued since and including 1/14/15.

2) Schools Update

Mayor Birkner advised that there would be a meeting with Borough, Township and school officials next Tuesday.

Westwood High School's Wrestling team will be holding a ceremony on Wednesday night honoring Marine Sgt. Christopher Hrbek.

3) Employee Time Management

Mayor Birkner met with the CFO and Interim Administrator regarding time management. The CFO is in favor of a card swipe system to track hours. She is in the process of reviewing software to determine if it interfaces with the current system. Mayor Birkner directed the Interim Administrator to tell employees to wear their ID on a lanyard.

4) Eighth and Mill Flooding

At Mayor Birkner's request, Jeff Morris of Boswell Engineering reviewed the proposal to install storm drains that would address flooding caused by curb cuts at Eighth and Mill.

B) Engineer's Report

1) Biweekly Report

Mr. Senkevich reviewed the biweekly report, a copy of which is attached.

C) Council Liaison & Committee Reports

1) Finance, Administration and Capital Projects: PG

a) Time Capsule

Councilmember Grefrath displayed the time capsule plaque and thanked everyone who was present for the burial of the capsule. He thanked Mr. Huntington for donating the time capsule.

b) Finance Update

Councilmember Grefrath reported that the 2015 budget process continues, with departmental review meetings to be completed by January 23rd. The Finance Department intends to close out 2014 on January 22nd and roll over to 2015 on January 23rd. The annual Financial and Debt statements are being prepared.

c) Borough Administrator Search

In preparation for the Borough Administrator search, Councilmember Grefrath asked what experiences, achievements, skills, and education should be required. The selection committee will consist of Councilmember Grefrath, Councilmember Miller, and Mayor Birkner. The Council

President had concluded that Councilmember Miller would be better suited for the committee based on his background.

Councilmember Grefrath said he greatly appreciates the improved communications from the administration office.

2) Fire and Ambulance:

a) Internal Equity

Councilmember Miller said the Internal Equity process will be restarting. He is still looking for two non-exempt employees to participate.

b) E16 Update

Councilmember Miller discussed the process for replacing E16. The new pumper is expensive but represents value and is critical for public safety. The design reflects the department's needs, not wants, and he commended the committee for their approach, as well as Administration and Finance for their contributions to the project. Councilmember Miller stated it is an expensive item that was not approached casually.

3) Health and Recreation:

a) Board of Health Update

Councilmember Montana reported that the Boodborne Pathogens course was held in December. The 2015 Northwest Bergen contract for health services is being finalized. Board of Health member Donna Bott is working with the Police Department to reinstate the File of Life project.

b) Recreation Update

Councilmember Montana reported that winter Recreation program signups are in full swing. The Recreation Director is looking to do capital improvements, so Councilmember Montana has asked him to put together a 1 and 3 year master plan. They will also discuss grant opportunities.

Mayor Birkner said he has spoken to the Recreation Director about an incident at a recent basketball game. There may be some follow up action necessary.

4) Land Use:

a) Land Use Boards Update

Councilmember Bicocchi reported that the Planning and Zoning Boards have reorganized. The Zoning Board is working on the Med Express application, for which there will be a special meeting on January 28th.

b) Request to Change Salary Ordinance to Provide for Additional Subcode Inspectors

Councilmember Bicocchi reviewed the Construction Official's request to amend the salary ordinance to adjust the listings and salaries for the subcode inspectors.

5) Police and OEM:

a) Chamber Request to Suspend Metered Parking Feb. 13-14

Council President Arroyo said the matter will be discussed by the Parking Authority Chair during the Public Forum.

6) Public Properties:

a) Technology Update

Councilmember Owens has met with the Borough's IT Consultant to discuss a short term plan to address software concerns and a long term plan to update desktops.

D) Attorney's Report

No report.

E) Administrator's / Clerk's Report

1) 2015 Road Paving Preliminary Engineering

Mrs. Hughes advised that there is a resolution on the Consent Agenda to authorize the Borough Engineer to work with the DPW Superintendent on the 2015 road paving project.

9. Agenda/Public Forum:

Motion to open Agenda/Public Forum: Councilmember Miller Second: Councilmember Biccocchi
Voice Vote: A voice vote was taken with all present voting in the Affirmative.

Frances Costello, 53 Goodwin, Chair of the Parking Authority - Discussed the Chamber request for parking meter suspension over Valentine's Day weekend. Mr. Costello said since the Parking Authority and the Borough are intrinsically tied to the success of the CDB zone, he is not taking a position for or against the idea. He noted there is no precedent. The Parking Authority does not meet until next week so they have not had a chance to discuss it. Mr. Costello invited the Governing Body to that meeting since the Parking Authority's expert will be in attendance. The Governing Body discussed potential revenue loss to the Parking Authority, and whether this could set a precedent for future similar requests. Council President Arroyo told Mr. Costello he has numerous questions for the parking consultant. Mr. Costello asked for them prior to the end of the week so he can brief the consultant.

Motion to close Agenda/Public Forum: Councilmember Miller Second: Councilmember Biccocchi
Voice Vote: A voice vote was taken with all present voting in the affirmative.

10. Ordinances of First & Final Reading:

Ordinance on Introduction

15-2 An Ordinance Amending Chapter 243 Parks and Recreation Areas Schedule A Recreation Department Fees

BE IT RESOLVED that Ordinance #15-2 entitled "An Ordinance Amending Chapter 243 Parks and Recreation Areas Schedule A Recreation Department Fees" is hereby introduced by title; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to advertise said ordinance with an February 17, 2015 hearing date in the official newspaper according to law.

Motion to pass the ordinance on First Reading: Councilmember Montana Second:
Councilmember Owens

Roll Call: Councilmember Owens - Yes	Councilmember Montana - Yes
Councilmember Miller – Yes	Councilmember Grefrath - Yes
Councilmember Biccocchi – Yes	Council President Arroyo – Yes

15-3 An Ordinance to Amend the Salary Ordinance of the Borough of Westwood

BE IT RESOLVED that Ordinance #15-3 entitled "An Ordinance to Amend the Salary Ordinance of the Borough of Westwood" is hereby introduced by title; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to advertise said ordinance with an February 17, 2015 hearing date in the official newspaper according to law.

Motion to pass the ordinance on First Reading: Councilmember Grefrath Second: Councilmember Owens

Roll Call: Councilmember Owens - Yes Councilmember Montana - Yes
Councilmember Miller – Yes Councilmember Grefrath - Yes
Councilmember Biccocchi – Yes Council President Arroyo – Yes

Ordinances for Adoption

15-1 An Ordinance Of The Borough Of Westwood, In The County Of Bergen, New Jersey, Providing For The Acquisition Of Fire Apparatus For The Borough Fire Department And Other Related Expenses In And For The Borough Of Westwood And Appropriating \$421,350 Therefor, And Providing For The Issuance Of \$400,283 In Bonds Or Notes Of The Borough Of Westwood To Finance The Same

BE IT RESOLVED that Ordinance #15-1 entitled “An Ordinance Of The Borough Of Westwood, In The County Of Bergen, New Jersey, Providing For The Acquisition Of Fire Apparatus For The Borough Fire Department And Other Related Expenses In And For The Borough Of Westwood And Appropriating \$421,350 Therefor, And Providing For The Issuance Of \$400,283 In Bonds Or Notes Of The Borough Of Westwood To Finance The Same” having hereby been read by title, shall have a hearing held on this date.

Motion to open the public hearing: Councilmember Miller Second: Councilmember Biccocchi
Voice Vote: A voice vote was taken with all present voting in the affirmative.

Public Comments:

No comments.

Motion to close the public hearing: Councilmember Miller Second: Councilmember Biccocchi
Voice Vote: A voice vote was taken with all present voting in the affirmative.

BE IT RESOLVED that an Ordinance known as #15-1 be passed on final reading and that a Notice of Adoption of said Ordinance be published in the official newspaper according to law.

Motion for final adoption: Councilmember Miller Second: Councilmember Biccocchi

Roll Call: Councilmember Owens - Yes Councilmember Montana - Yes
Councilmember Miller – Yes Councilmember Grefrath - Yes
Councilmember Biccocchi – Yes Council President Arroyo – Yes

11. Presentation of Bills, Financial Reports and Resolutions:

Councilmember Grefrath asked if there were any resolutions to add to the Consent Agenda. He stated that any Councilmembers who wished to remove any Resolution(s) to be voted upon separately could do so at this time, otherwise the Consent Agenda would be enacted in one motion. Councilmember Biccocchi requested resolution d be voted on separately. Discussion was held on whether to add the resolution regarding suspension of metered parking. The consensus was to add it as resolution f to be voted on separately. Resolution g was added at this time.

Resolutions as Consent Agenda:

- a) **Resolution #15 - 33: Authorizing Preliminary Engineering for the 2015 Road Resurfacing Program**
- b) **Resolution #15 - 34: Authorizing Award of Contract for the Purchase of Fire Pumper**
- c) **Resolution #15 - 35: Westwood Volunteer Fire Department Matters of Personnel**
- e) **Resolution #15 - 36: Authorizing 2016 Municipal Alliance Grant Submission**
- g) **Resolution #15 - 37: Authorizing Energy Strong Work to Proceed on County Roads in the Borough**

Motion to adopt resolutions #15-33 through #15-37: Councilmember Grefrath
Second: Councilmember Miller

Roll Call: Councilmember Owens - Yes	Councilmember Montana - Yes
Councilmember Miller – Yes	Councilmember Grefrath - Yes
Councilmember Bicocchi – Yes	Council President Arroyo – Yes

- d) **Resolution #15 - 38: Approval of Westwood Baseball Association Application to Consume Alcoholic Beverages on Public Property**

Motion to adopt resolution #15-38: Councilmember Grefrath

Second: Council President Arroyo

Roll Call: Councilmember Owens - Yes	Councilmember Montana - Yes
Councilmember Miller – Yes	Councilmember Grefrath - Yes
Councilmember Bicocchi – Abstain	Council President Arroyo – Yes

- f) **Resolution #15 - 39: Recommending Suspension of Metered Parking**

Motion to adopt resolution #15-39: Councilmember Grefrath

Second: Council President Arroyo

Roll Call: Councilmember Owens - Yes	Councilmember Montana - Yes
Councilmember Miller – No	Councilmember Grefrath - Yes
Councilmember Bicocchi – Yes	Council President Arroyo – Yes

12. Adjournment:

Motion to adjourn: Councilmember Miller Second: Councilmember Montana
Voice Vote: A voice vote was taken with all present voting in the affirmative.
The time was 9:40 pm.

Attest:

(signed) Karen Hughes

Karen Hughes, RMC, Borough Clerk

Proofed by: Denise Holmes, Deputy Clerk