

**BOROUGH OF WESTWOOD  
PUBLIC MEETING OF THE MAYOR & COUNCIL  
DECEMBER 17, 2013 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 Grefrath – Present  
Councilmember Waneck – Present  
Councilmember Quinn – Present  
Councilmember Arroyo – Present  
Councilmember Miller – Present  
Council President Sciara – Present  
Borough Administrator Hoffmann – Present  
Borough Attorney Huntington – Present  
Borough Clerk Hughes – Present

**Committee Assignments:**

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

**3. Resolution #13 - 293: Executive Closed Session**

**Motion to adopt Resolution #13-293:** Councilmember Miller Second: Council President Sciara

Roll Call: Councilmember Grefrath – Yes	Councilmember Waneck – Yes
Councilmember Quinn – Yes	Councilmember Arroyo – Yes
Councilmember Miller – Yes	Council President Sciara – Yes

**4. Reopen the Meeting:**

**Motion to reopen the meeting:** Councilmember Miller Second: Council President Sciara

Voice Vote: A voice vote was taken with all present voting in the affirmative.

The time was 8:03 pm.

**5. Roll Call II:**

Mayor Birkner – Present / Councilmember Grefrath – Present / Councilmember Quinn – Present /  
Councilmember Waneck – Present / Councilmember Arroyo – Present / Councilmember Miller –  
Present / Council President Sciara – Present / Borough Administrator Hoffmann – Present /  
Borough Attorney Huntington – Present / Borough Engineer Boswell – Present / Borough Clerk  
Hughes - Present

**6. Flag Salute**

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

**7. Approval of Minutes: October 15, 29, 2013**

**Motion to adopt the October 15, 2013 Work Session Minutes:** Councilmember Grefrath Second:  
Councilmember Waneck

Roll Call: Councilmember Grefrath – Yes	Councilmember Waneck – Yes
Councilmember Quinn – Yes	Councilmember Arroyo – Yes

Councilmember Miller – Yes

Council President Sciara – Yes

**Motion to adopt the October 29, 2013 Work Session Minutes:** Councilmember Grefrath Second: Councilmember Miller

Roll Call: Councilmember Grefrath – Yes

Councilmember Waneck – Yes

Councilmember Quinn – Yes

Councilmember Arroyo – Yes

Councilmember Miller – Yes

Council President Sciara – Yes

## **8. Presentation to Westwood Rotary Club**

Mayor Birkner noted that no one from the Rotary Club was in attendance, but asked that the minutes reflect that the Borough appreciates the Rotary, which just received its national charter. The Rotary has been doing great things, such as the CPR training, and the exchange student program with Poland. On behalf of the Borough Mayor Birkner recognized and thanked the Rotary Club.

## **9. Reports of Committees and Officials:**

### **A) Mayor's Report**

Mayor Birkner thanked Councilmember Quinn for the great work she has done, noting that the selfless hours and time spent are taxing on family and career. He wished her all the best moving forward. Councilmember Quinn said it has been an honor.

### **1) Broadway Intersection Update**

Mayor Birkner advised that Verizon has been contacted to remove equipment from five utility poles in the streets that are part of the Broadway resignalization. The poles should be removed by December 27. The poles are in the NJ Transit right of way which requires NJ Transit flagmen, so the Borough will not have to pay. Mayor Birkner said the Borough is working with NJ Transit on the scope and length of the fencing along the tracks between Irvington and Washington, and Washington and First.

### **2) Human Trafficking**

Mayor Birkner has received correspondence from Fr. Barbieto with a request about adopting a resolution concerning human trafficking awareness. Mayor Birkner would like it for consideration at the first January meeting. He believes it would be appropriate for the Borough to support this cause.

### **3) Home for the Holidays**

Mayor Birkner thanked all involved with Home for the Holidays.

### **4) Academic and Athletic Accomplishments**

Mayor Birkner congratulated Westwood students for their academic and athletic accomplishments this past year. He congratulated Paris Birkner and Alexa Constantine for making First Team All County for field hockey. He congratulated Westwood football players Nolan Borgersen, and Craig Carmilani, for making All-County First Team. Mayor Birkner congratulated the WRMS Football team, and thanked the cheerleaders, band and students for their support. He noted 50% of the football players are honor students. They are student athletes in that order.

Mayor Birkner wished everyone a Merry Christmas.

## **B) Engineer's Report**

Dr. Boswell said it has been a pleasure working with Councilmember Quinn.

### **1) Biweekly Report**

Dr. Boswell reviewed the biweekly report, a copy of which is attached.

### **2) Methane Monitoring System Update**

Dr. Boswell reported that the wells and piezometers have been installed. The wells are being tested this week. Councilmember Waneck asked what was wrong with the one monitoring well that was replaced.

SB said the mosquito commission either hit it or the dredge spoils hit it, and knocked the cap off, probably five years ago. Mayor Birkner doesn't remember dredging in the past 5 years. Dr. Boswell said it could have been longer. Mr. Hoffmann remembers that the permit took a few years to get.

Councilmember Waneck said testing for the concession stand was supposed to be the 16th and 17th, so she's not sure how the venting plans could be done. Dr. Boswell explained that the ventilation and venting are two different things. The concession venting is the same as the DPW system. The peizometer and vent stacking is for venting the methane out of the landfill. Mayor Birkner said this will determine if the system is installed correctly, or impacted by groundwater. Mr. Hoffmann said the first question is whether the pipes as installed are too low and groundwater is getting in. If they are not too low but the cap is not working, then they are getting rainwater at the top of the cap. He thinks the system will need to go from passive to active to eliminate the water issue. It would be using a fan system to push the methane out.

Councilmember Waneck said the ventilation plans being done now for the building was not part of Boswell's proposal. She asked if funding was secured for those plans. Dr. Boswell said he is not talking much money here. It is a couple of detectors and a blower, which is not zero but the cost is not a tremendous amount. Councilmember Waneck asked Mr. Hoffmann to find out.

Councilmember Arroyo asked when data from the piezometers and the report would be ready. Dr. Boswell said 6 weeks to 3 months. They have to test in various conditions, such as dry, rain and frozen ground. Councilmember Arroyo asked if there is any way to establish a benchmark on the horizontals. Dr. Boswell said they are simultaneously determining the groundwater level and pipe level.

### **3) Woodcliff Lake Dam Project**

Dr. Boswell noted that the DEP gave United Water an extension on the dam project. They intend to bid the dam in February, and start work in May 2014. They originally planned to do it a year earlier.

Mayor Birkner said they are actually two years behind. The dam safety standards allow three one-year extensions to a permit before having to start the permit process all over again.

## **C) Council Liaison & Committee Reports**

### **1) Finance, Administration and Capital Projects:**

#### **a) Finance Update**

Councilmember Waneck reported on the electronic requisition module, which was installed on December 13<sup>th</sup>. CFO Ayer is working on training the staff. In 2014 the Borough will see less paper and a better way of tracking vouchers. Hopefully it will be up and running by February.

**b) 2014 Budget**

Councilmember Waneck asked Mrs. Hughes to suggest dates for the line-by-line budget meetings based on when the process began last year.

**2) Police and OEM:**

**a) OEM Update**

Councilmember Miller noted that OEM had one person this time last year, someone talented and committed, but just one person. Now the department has 2 deputy coordinators, and ten CERT members. They cannot prevent storms but are better positioned to deal with them and protect residents because they can be proactive. Councilmember Miller thanked those who stepped up to volunteer to be part of the solution.

**b) Police Update**

Councilmember Miller announced that the on site inspection for the reaccreditation was held Sunday and Monday. The Police Department met all standards. He complimented the department's commitment and organization, including work done on their own time to make sure the department is as best positioned as possible. The hearing will be in the spring, but all indications are for reaccreditation. The first time the Borough was one of a few accredited departments. Now we are one of a hundred, as the trend is for all to be accredited. Councilmember Miller explained that accreditation is by the state this time, where three years ago it was state and national recognition. The Police Department chose not to seek national accreditation because the majority of the standards do not apply to Westwood. Many often say they have the best Police Department in the area, and that may be true, but Westwood can say that we have the best in the state due to the accreditation by senior state officials.

**3) Fire and Ambulance:**

**a) Fire Department Update**

Council President Sciara announced that the Fire Department not only escorted Santa at the Home for the Holidays parade but they have been escorting him around town for the past week.

**4) Public Properties:**

**a) DPW Update**

Councilmember Quinn reported that the DPW has been working diligently to clear the roads during storms by staggering manpower to work effectively and maintain safety. She believes the Westwood DPW employees are the finest hard-working employees any community could ask for. The DPW works with other communities. Recently Westwood lent a garbage truck to Hillsdale and Washington Township to aid in leaf pickup, while Washington Township helped Westwood with a place to dump leaves when Westwood couldn't get to its usual place. The DPW works well with the Township and Hillsdale.

**b) Local Assistance Update**

Councilmember Quinn advised that Local Assistance has been very busy. Kathy Elgert and her assistants work especially hard at this time of year to meet needs and make the holidays extra special by helping residents who have very little.

**c) Heritage Society**

Councilmember Quinn remarked that the efforts of Jim Gines and the Heritage Society shouldn't be forgotten. They work to keep the history of Westwood alive. They collect, catalogue, share, and keep the past and present alive.

Councilmember Quinn thanked all the boards she has worked with this year. She wished everyone a Merry Christmas and Happy New Year.

**5) Land Use:**

**a) Planning Board Update**

Councilmember Arroyo advised that the Planning Board is scheduled to meet on Thursday to finalize a few things.

**6) Health and Recreation:**

**a) Recreation Update**

Councilmember Grefrath shared letters provided by the Recreation Director regarding the Over 55 exercise program.

**b) Board of Health Update**

Councilmember Grefrath reported that the Board of Health has adopted its fee schedule. The Board Chair recommends that the part time person remain part time for now with a few more hours, but go full time halfway through the year. It takes a while for the hospital maternity operations to get the clientele they project. Birth and death rate are not yet what they projected it to be. Councilmember Grefrath reviewed the hospital statistics since its opening.

**c) Bus Stops**

Councilmember Grefrath said he has received three emails from residents that one bus stop at Park and Third by Flynn's is being passed by. The drivers are told it is not an official stop. Councilmember Grefrath did not want to give up parking to make it official, but buses are not stopping there. There are four buses in the morning, and the third bus is not stopping. Councilmember Grefrath asked Mr. Hoffmann to call NJ Transit. The stops on Third Avenue could be on the library side of street. Mr. Hoffmann will follow up.

**d) Veterans Park**

Councilmember Grefrath has been working with Ed Snieckus on draft plans of the refurbishment to the monument quad of Veterans Park. He wants to redo the shrubbery so the monuments can be seen, ensure all paths connect to quad 2, and add Memorial Benches and lighting. He requested that Mr. Hoffmann get in touch with whoever necessary to get rid of the overhead lights once the new lighting goes in.

**e) Bandstand Roof**

Councilmember Grefrath advised the Bandstand roof is a project for next year.

Councilmember Grefrath said it has been an absolute pleasure working with Councilmember Quinn. She is one classy lady.

Councilmember Grefrath wished everyone a Merry Christmas.

**D) Attorney's Report**

Mr. Huntington echoed the plaudits for Councilmember Quinn.

**E) Administrator's / Clerk's Report**

Mr. Hoffmann wished everyone a Merry Christmas. He wished Councilmember Quinn the best of success.

**a) Bond Sale**

Mr. Hoffmann advised that the Borough conducted a Bond Sale last week for \$1,050,000.

**b) Social Media Policy**

Mr. Hoffmann noted the social media policy draft was distributed. He complimented Deputy OEM Coordinator Nick Ariemma for taking the initiative to put together the drafts. This current draft is comprehensive and close to meeting the Borough's needs.

Councilmember Waneck echoed the compliments to Nick Ariemma, saying he has done a nice job on the draft. She suggested defining all the entities classified as Borough Representatives, and then just use Borough Representatives throughout the document. She feels the Governing Body should consider a Social Media liaison. Councilmember Waneck recommended language specifying that employees will not represent the Borough on personal web pages, nor speak for the government.

When Mr. Hoffmann asked if the policy should be put to a vote in January, Mayor Birkner said it could be adopted with the corrections.

**c) Broadway Resignalization Project**

Mr. Hoffmann said the Broadway intersection update memo in is the agenda book. The first traffic light to be installed will be at Irvington and Broadway.

Councilmember Waneck said Mr. Hoffmann was to have an updated financial statement on the project. Mr. Hoffmann said the County did not complete its next financial update yet.

Councilmember Waneck asked that the update be mailed rather than wait for the next meeting. Mr. Hoffmann said yes, as soon as he receives the County information he will put the update together.

**10. Agenda/Public Forum:**

**Motion to open Agenda/Public Forum:** Councilmember Arroyo Second: Council President Sciara  
Voice Vote: A voice vote was taken with all present voting in the Affirmative.

Michael Salemme, 36 Brandywine Road, Wayne, General Manager, Bergen Brookside Towing – he requested the towing license resolution be removed. Mr. Salemme said he was present to speak on the suspension of Brookside's towing license in 2013 and 2014. He explained a situation that occurred in October. He quoted Borough code that provides for a hearing before the Mayor and Council. Mr. Salemme asked for the resolution to be tabled. Mayor Birkner asked Mr. Huntington to address the matter. Mr. Huntington said he only learned of the matter at 5 pm today. There may be procedural rights under the ordinance. The matter can't be resolve this evening. Mr. Huntington noted that the resolution is not the end all for the towing list. He recommended adding language to the resolution

that would create a list without prejudice so that a name can be added at a later date. This allows for towing to proceed in January but does not preclude adding Brookside later.

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

## 11. Ordinances of First & Final Reading:

### Ordinances on Final Reading

**13-33 An Ordinance Of The Borough Of Westwood, In The County Of Bergen, New Jersey, Providing For Construction Of Drainage Improvements Along Newark Avenue And Appropriating \$8,920 From The Borough's Capital Fund**

**BE IT RESOLVED** that Ordinance #13-33 entitled "An Ordinance Of The Borough Of Westwood, In The County Of Bergen, New Jersey, Providing For Construction Of Drainage Improvements Along Newark Avenue And Appropriating \$8,920 From The Borough's Capital Fund" having hereby been read by title, shall have a hearing held on this date.

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

**BE IT RESOLVED** that an Ordinance known as #13-33 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 Quinn Second: Councilmember Waneck  
Roll Call: Councilmember Grefrath – Yes Councilmember Waneck – Yes  
Councilmember Quinn – Yes Councilmember Arroyo – Yes  
Councilmember Miller – Yes Council President Sciara – Yes

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**13-34 An Ordinance Amending Chapter 243 Parks And Recreation Areas Schedule A Recreation Department Fees**

**BE IT RESOLVED** that Ordinance #13-34 entitled "An Ordinance Amending Chapter 243 Parks And Recreation Areas Schedule A Recreation Department Fees" having hereby been read by title, shall have a hearing held on this date.

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

**BE IT RESOLVED** that an Ordinance known as #13-34 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 Grefrath Second: Councilmember Arroyo

Roll Call: Councilmember Grefrath – Yes                      Councilmember Waneck – Yes  
                    Councilmember Quinn – Yes                      Councilmember Arroyo – Yes  
                    Councilmember Miller – Yes                      Council President Sciara – Yes

**12. 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. Resolution ‘g’ was removed.

**Resolutions as Consent Agenda:**

**a) Resolution #13 - 294: Bill List & Statement of Cash**

**b) Resolution #13 - 295: Budget Transfers 2013**

**c) Resolution #13 - 296: Authorizing Agreement With Northwest Bergen County Utilities Authority for Pump Station Inspections**

**d) Resolution #13 - 297: Authorizing Redemption of Tax Sale Certificate #12-00014**

**e) Resolution #13 - 298: 2014 Towing Licenses**

**f) Resolution #13 -299 : Westwood Volunteer Fire Department – Matters of Personnel**

**h) Resolution #13 - 300: Rejection of Bid for Removal of Architectural Barriers and Authorization to Rebid**

**Motion to adopt resolutions #13-294 through #13-300:** Councilmember Grefrath

Second: Councilmember Arroyo

Roll Call: Councilmember Grefrath – Yes                      Councilmember Waneck – Yes  
                    Councilmember Quinn – Yes                      Councilmember Arroyo – Yes  
                    Councilmember Miller – Yes                      Council President Sciara – Yes

**g) Resolution #13 - 301: Approval of Vitale Family’s 30<sup>th</sup> Birthday Party – Consume Alcoholic Beverages on Public Property**

**Motion to adopt resolution #13-301:** Councilmember Grefrath

Second: Councilmember Waneck

Roll Call: Councilmember Grefrath – No                      Councilmember Waneck – Yes  
                    Councilmember Quinn – Yes                      Councilmember Arroyo – Yes  
                    Councilmember Miller – Yes                      Council President Sciara – Yes

**13. Adjournment:**

**Motion to adjourn:** Council President Sciara Second: Councilmember Miller

Voice Vote: A voice vote was taken with all present voting in the affirmative.

The time was 9:00 pm.

Attest:

*(signed) Karen Hughes*

Karen Hughes, RMC, Borough Clerk

Proofed by: Denise Holmes, Deputy Clerk