

**BOROUGH OF WESTWOOD
WORK MEETING OF THE MAYOR & COUNCIL
DECEMBER 3, 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 – Absent
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 - 282: Executive Closed Session

Motion to adopt Resolution #13-282: Council President Sciara Second: Councilmember Waneck

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

4. Reopen the Meeting:

Motion to reopen the meeting: Council President Sciara Second: Councilmember Arroyo

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

The time was 8:04 pm.

5. Roll Call II:

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

6. Flag Salute

Mayor Birkner led those present in the salute to the flag.

7. Reports of Committees and Officials:

A) Mayor's Report

1) Revaluation

Mayor Birkner advised that the property revaluation is about 85% complete. Hearings will be held in January and February on weekdays, nights and Saturdays to accommodate all schedules. The new

valuation letters should go out after the New Year.

2) Tonnage Grant

Mayor Birkner announced that the Borough received a \$17,000 tonnage grant.

3) Train Resignalization

Mayor Birkner said the train signalization paving will not be done until spring due to excessive mobilization costs, since the asphalt plants are now closed. The County is not willing to pay excessive costs to pave in two parts so paving will be done once in the spring. There is ongoing discussion regarding fencing from First to Washington and Washington to Irvington. NJ Transit wanted chain link fencing, which is unacceptable. There will be an ornamental fence installed instead for safety purposes. The traffic signal hardware is being delivered and staged in the Valley Ford property. It will be assembled and then installed intersection by intersection starting at Irvington. Once installed, the old poles can be removed at Irvington and First.

Councilmember Grefrath asked if there is a time schedule on the reconfiguration of traffic in the park and the making of Park Ave into a two way street. Mayor Birkner said not yet.

Councilmember Arroyo asked the anticipated end date for signals to be aligned. Mayor Birkner said the work is starting in January, with no specific date. Mr. Hoffmann said they are hoping for the end of February.

Councilmember Waneck asked if NJ Transit is willing to take on the cost of the different fence. Mr. Hoffmann said NJ Transit is willing to take on part, and the County also willing to take on part. They are now getting quotes for the difference in price between the four and five foot height, and looking at different manufacturers. Councilmember Waneck said they said not asking us to pay. Mr. Hoffmann and Mayor Birkner said no. Mayor Birkner said the County will pay. Councilmember Waneck noted the area is already banked. Mayor Birkner said they are building a retaining wall. Councilmember Waneck is surprised they want a five foot fence on top of that. Mr. Hoffmann said NJ Transit wants to make it hard to hop the fence.

4) Meeting with DEP

Mayor Birkner had the opportunity during the League of Municipalities convention to sit with Fred Sickels of NJDEP for a lengthy conversation regarding water allocation policies. The Mayor expressed Westwood's sentiments regarding water levels in the reservoirs, the dam construction project, and covered a lot of bases. Mayor Birkner told Mr. Sickels that the DEP should be proactive in stream cleaning plans. Mayor Birkner felt it was useful to have access to high level DEP personnel at the League.

5) Home for the Holidays

Mayor Birkner noted that Home for the Holidays is this Saturday at 6 pm. Unfortunately the NJSIAA scheduled the championship football game for the WWHS Cardinals at Kean University in Union at 4 pm. Mayor Birkner had hoped to have the team join the parade but it is logistically impossible. Still, everything will be done to get them home while the town is assembled at Veterans Park to celebrate what is sure to be a win.

Mayor Birkner wished everyone happy holidays.

B) Engineer's Report

a) Biweekly Report

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

b) Methane Monitoring Update

Dr. Boswell reported that the 3B monitoring wells are installed and well #3 is fixed. Two piezometers need to be installed. With the well installed for 3B, the Borough just need to pick up the garbage and that phase is done. Mayor Birkner said the Borough will be using inmates from the County to clean the area.

c) Third & Washington Intersection

Dr. Boswell said the County has asked his firm to survey the Third and Washington intersection, so he recommended postponing the discussion on it until the survey is completed. Mr. Hoffmann asked when the survey would be available. Dr. Boswell thinks the January work session.

C) Council Liaison & Committee Reports

1) Finance, Administration and Capital Projects:

a) Environmental Committee

Councilmember Waneck advised that the Environmental Committee is putting together a proposal for a sign for the Community Garden. It will have the same format and look as other Borough signs. There will be a smaller metal sign informing residents to contact the Clerk for information on the garden.

b) 2014 Budget

Councilmember Waneck said the department budgets have been submitted. All departments were limited to a 1% increase, but they are coming in under that. Mr. Hoffmann and Mrs. Ayer will propose the formalized budget next. Mr. Hoffmann added that the department head meetings start next week. Councilmember Waneck suggested looking at dates for meetings of the Finance Committee.

2) Fire and Ambulance:

a) Fire Department Update

Council President Sciara announced that the Fire Department elections have been held, and the new Chief is James Mawdsley, Jr. The Deputy is Jim Voorhis. Council President Sciara said they are looking to be sworn in on December 31st. Mr. Huntington advised on the process for installing officers. Mr. Hoffmann pointed out that the Westwood Fire Department and seven other Pascack Valley departments applied for a grant to improve communications between the departments.

3) Public Properties:

a) Police Department

Councilmember Quinn asked if there is anything happening with the Police Department since the last meeting. Is anyone working on morale or other issues that were brought up in relation to the Police Department during the past year. Mr. Hoffmann said the department is working on recertification. Councilmember Quinn asked if the issues will be addressed with the

accreditation. Mayor Birkner is unaware of any meetings that have addressed any of those items. Councilmember Quinn hopes that some of those issues are addressed and not just put under the table.

b) DPW Update

Councilmember Quinn announced that Sunday is the last day to rake leaves into street. After that residents must bring leaves to the DPW.

Councilmember Quinn noted that Bill Haffler passed the Certified Public Works Manager test, which is something to keep in mind next year as the Governing Body looks into the future for departments. She suggested the Borough look at the promotional steps for the DPW.

4) Land Use:

a) Land Use Boards

Councilmember Arroyo reviewed the applications considered at the December Zoning Board. The Planning Board has had a number of meeting cancellations. This has caused a problem with moving the cell tower ordinance, since procedurally they need to review it after introduction by the Governing Body. Consequently it's best to hold it until January.

Councilmember Arroyo noted that the Zoning Board is losing two experienced members, Mike Bieri and Rob Bicocchi. He would like to get excellent volunteers to fill those shoes. Councilmember Waneck asked about the alternates. Councilmember Arroyo said Chris Montana and Guy Hartman should move up. Mayor Birkner said he will be reviewing boards and volunteers over the next few weeks and would like to get the suggestions that Councilmember Arroyo has.

5) Health and Recreation:

a) Health Department

Councilmember Grefrath informed that the Board of Health has approved the new fee schedule. A few minor changes include vending machines, nursing homes, nursery schools, and temporary food license for special events. With regard to farmer's markets, the department would issue temporary retail licenses per week occurring on consecutive weeks. There are also new categories such as tanning salons, which the state now requires be inspected. If a licensee fails inspection, there is now a reinspection fee provision. The Board is contemplating changing the food handling ordinance.

b) Recreation Department

Councilmember Grefrath reported that fall program registrations were up with the Over 55 programs averaging 45 participants every Tuesday and Thursday. Online registration was at 75%.

c) Westvale Lighting

Councilmember Grefrath recommends keeping the Westvale lighting budget at \$25,000. He reviewed the 2013 lighting costs, and feels coaches did a great job coming close to what the Council asked.

Councilmember Arroyo asked if the \$25,000 for 2014 anticipates PSEG rate increases. Councilmember Grefrath said he kept it because that is what the Council agreed to.

Councilmember Arroyo asked if there is a projection. Councilmember Grefrath said he does not have one. Mayor Birkner said the utilization times are being fine tuned. Councilmember Grefrath noted that Recreation started the conservation effort in June. Next year's liaison should remind the Recreation Board of the commitment, and the reminder should repeat every year because of new coaches. Mayor Birkner noted that the sports organization management structure rotates through to keep continuity.

d) Veterans Park

Councilmember Grefrath has been working on Phase 3 of Veterans Park with Ed Sneickus. This phase includes railing on the stairs by the monuments, and Memorial Benches. He was hoping the construction in and around the park would have been done but will still move forward. Councilmember Grefrath would like to see an estimate out in April so work can start in June and be done in September.

Councilmember Waneck asked where the sprinkler issue stands. Mr. Hoffmann said it hasn't been resolved. The sprinklers will be fixed in the spring, and to date there is no certainty as to whose responsibility it is. Mayor Birkner thought it was specified in the contract. Mr. Hoffmann said the whole park wasn't specified. He has asked the County for their contract with the contractor.

D) Attorney's Report

No report.

E) Administrator's / Clerk's Report

a) DPW Exam

Mr. Hoffmann added to Councilmember Quinn's comments regarding Bill Haffler by noting that Mr. Haffler not only passed the exam, he paid for the courses himself and took it upon himself to better himself.

b) Recreation Article

Mr. Hoffmann advised that there is an article online about Recreation Director Gary Buchheister, which will also be in the Community Life.

8. Agenda/Public Forum:

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

No comments.

Motion to close Agenda/Public Forum: Council President Sciara Second: Councilmember Arroyo

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

9. Ordinances of First & Final Reading:

Ordinances for Introduction

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" is hereby introduced by title; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to advertise said ordinance with a December 17, 2013 hearing date in the official newspaper according to law.

Motion to pass the ordinance on First Reading: Councilmember Quinn

Second: Council President Sciara

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

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" is hereby introduced by title; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to advertise said ordinance with a December 17, 2013 hearing date in the official newspaper according to law.

Motion to pass the ordinance on First Reading: Councilmember Grefrath

Second: Councilmember Arroyo

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

Ordinances on Final Reading

13-32 An Ordinance to Amend Chapter 129-2 Construction Code Schedule of Fees

BE IT RESOLVED that Ordinance #13-32 entitled "An Ordinance to Amend Chapter 129-2 Construction Code Schedule of Fees" having hereby been read by title, shall have a hearing held on this date.

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

BE IT RESOLVED that an Ordinance known as #13-32 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 Arroyo Second: Council President Sciara

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

10. 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 Quinn requested resolution ‘e’ be voted on separately.

Resolutions as Consent Agenda:

- a) **Resolution #13 - 283: Bill List & Statement of Cash**
- b) **Resolution #13 - 284: Authorizing Redemption of Tax Sale Certificate #11-00003**
- c) **Resolution #13 - 285: Authorizing Redemption of Tax Sale Certificate #11-00005**
- d) **Resolution #13 - 286: Authorizing Redemption of Tax Sale Certificate Prior to Issuance of Certificate B1901 L25**
- f) **Resolution #13 - 287: Municipal Alliance Grant Application**
- g) **Resolution #13 - 288: 2014 Animal Shelter Contract with the County of Bergen**
- h) **Resolution #13 - 289: Chapter 159 – Drive Sober Year End Crackdown Grant 2013**
- i) **Resolution #13 - 290: Approval of Community Band Dinner Dance to Consume Alcoholic Beverages on Public Property**
- j) **Resolution #13 - 291: Endorsement of Community Development Projects – ADA Curb Cuts**

Motion to adopt resolutions #13-283 through #13-291: Councilmember Grefrath
Second: Council President Sciara

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

e) Resolution #13 - 292: CDL Agreement 2014

Motion to adopt resolution #13-292: Councilmember Grefrath

Second: Council President Sciara

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

Councilmember Miller – Absent Council President Sciara – Yes

11. Adjournment:

Motion to adjourn: Council President Sciara Second: Councilmember Arroyo

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

The time was 8:45 pm.

Attest:

(signed) Karen Hughes

Karen Hughes, RMC, Borough Clerk

Proofed by: Denise Holmes, Deputy Clerk