

BOROUGH OF WESTWOOD
WORK MEETING OF THE MAYOR & COUNCIL
MAY 1, 2012 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 7:50 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 Miller - Present
Councilmember Phayre - Present
Councilmember Quinn – Absent (arrived 7:55)
Councilmember Sciara - Present
Council President Waneck - Present
Borough Administrator Hoffmann – Present
Borough Attorney Huntington - Present

Committee Assignments:

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

3. Resolution #12 - 125: Executive Closed Session

Motion: Council President Waneck Second: Councilmember Miller

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

4. Reopen the Meeting:

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

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

The time was 7:55 pm.

5. Roll Call II:

Mayor Birkner – Present
Councilmember Grefrath - Present
Councilmember Miller – Present
Councilmember Phayre - Present
Councilmember Quinn – Present
Councilmember Sciara - Present
Council President Waneck - 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

a) Dispatch Update by Public Safety Committee

Mayor Birkner advised that the April 30th meeting on dispatch was cancelled due to conflicts.

b) HUMC

Mayor Birkner reported that the wallbreaking ceremony was held at HUMC on April 18th. The hospital is on its way to renovation and opening.

c) Bergen County Hospice

Mayor Birkner reported that the Hospice ribbon cutting held earlier in the evening was a wonderful event.

d) Medical Emergency at Westvale

Mayor Birkner relayed the events of a medical emergency during the first lacrosse game held at Westvale Park. An official suffered a massive heart attack. Two Westwood and two Wayne parents performed CPR. The Police Department arrived with an AED, and the gentleman was brought back to life and stabilized. Councilmember Quinn applauded the efforts of everyone involved, and gave a quick lesson on hands-only CPR. Mayor Birkner commended everyone who responded.

B) Engineer's Report

a) Biweekly Report

Dr. Boswell reviewed the bi-weekly report, a copy of which is attached.

b) Sign Standard Update

Dr. Boswell pointed out that the sign retroreflectivity resolution is on tonight's consent agenda. It is a plan to replace signs over time as they are tested and show need for replacement. This plan lends itself well to cooperative sharing of a meter. Mr. Hoffmann will suggest it at the Administrator's shared service meeting this week. Council President Waneck asked if there are any grant opportunities for the signs. Dr. Boswell said no. He feels the ideal grant would be for the meter.

c) 2012 Road Paving

Dr. Boswell recommends getting the road paving project done quickly to avoid any asphalt price adjustment. He asked if there were an adjustment whether the Governing Body would still want all the streets paved or to stop when the funding runs out. The consensus is to stop when the funding runs out. Councilmember Miller asked if the bid price for asphalt was good. Dr. Boswell said it is average for what he is seeing this year. Councilmember Miller asked if bidding earlier in the year would have made a difference, or if there would be an advantage in waiting until the fall to pave. Dr. Boswell replied that the price is the same as bidding done in February. He does not anticipate the price going down in the fall.

Council President Waneck asked if the current road paving map includes this year's streets. Ed Senkevich said it will need to be updated. Council President Waneck asked if the paving is on

track with the plan. Dr. Boswell said it is a little behind but not bad.

d) ADA Grant

Dr. Boswell advised of a County grant for ADA curb cuts and engineering. Councilmember Phayre mentioned reading about curb cuts that don't meet the new requirements. Dr. Boswell explained that Westwood is already affected because every curb cut now has an individual design. He explained how the new regulations will work. Councilmember Phayre asked when the first curb cuts done. Dr. Boswell thinks 1992. The ADA law used to say 'where practical' but the new law eliminates that.

e) Landfill Phase 3B

Mr. Hoffmann asked if there is a deadline for installing the monitoring well at Phase 3B of the landfill. Dr. Boswell said the sooner the better, so this summer would be ideal.

C) Council Liaison & Committee Reports

1) Finance, Administration and Capital Projects:

a) Budget Update

Councilmember Phayre reported that the 2012 budget process has come to a successful conclusion. The budget is posted on the website. He commended everyone for their hard work.

2) Police and OEM:

a) Historic Commission

Councilmember Miller reported that the historic designation of Westwood Avenue is going to be delayed in order to look into the process further. The informal hearing originally scheduled for next week is postponed.

b) OEM

Councilmember Miller asked anyone who may be interested in serving on OEM to reach out to the Borough Clerk.

3) Fire and Ambulance:

a) Ambulance Corps Update

Councilmember Sciara reported that Ambulance Corps member Kevin Brennan has planted the permaculture garden outside of the Ambulance Corps building.

b) Shared Dispatch Update

Councilmember Sciara asked Fire Chief Hodges and Captain Durante to report on the shared dispatch meetings. Captain Durante said a committee comprised of representatives from the four municipalities meets regularly. They met with hospital officials last week, who were very generous in sharing their experience. They explored what would be needed to establish a facility on the hospital property. Chief Hodges has discussed shared dispatch with the other three fire chiefs, who are excited by it. He felt the meeting with HUMC was positive. They were very gracious to supply their architect engineers, who have put together hospital dispatch centers in the past and had some great ideas and

suggestions. Chief Hodges advised that he will meet on May 9 with Motorola along with representatives from other towns to put together figures on the necessary equipment to make this work. Captain Durante added that the Rivervale Police Captain feels this is a once in a lifetime opportunity to use hospital resources. Mayor Birkner advised that costs are needed to make any decision.

Council President Waneck commented that it sounded like the hospital has done this sort of thing before. Chief Hodges said they have set up three dispatch centers for the paramedics. Councilmember Phayre asked if there are regulatory requirements for a dispatch center. Chief Hodges confirmed.

4) Public Properties:

a) Library Update

Council President Waneck advised that the Bergen County Cooperative Library System has established an e-loan program, which the Westwood Library can help borrowers utilize. There is a Kindle now available to borrow from the library.

The lobby improvement project is on track, and should be finished by September before school starts.

An early literacy computer program is available for children.

The library will host an art show on May 6. Taste of Westwood tickets are now on sale.

5) Land Use:

a) DPW Update

Councilmember Quinn reported that the DPW has been planting 50 trees in the community. About 20 residents didn't want trees so the DPW was able to relocate them to other areas. Councilmember Quinn urged residents to take care of trees on their property.

b) Westwood Pride Day

Councilmember Quinn announced that Westwood Pride Day is June 3rd.

c) Hospice Ribbon Cutting

Councilmember Quinn thanked everyone for attending the ribbon cutting for Hospice. Councilmember Miller said it would have been easier for Hospice to say it's too difficult, so their success should be a lesson learned for us all: it may not be easy but it is possible.

6) Health and Recreation:

a) Memorial Bench Program

Councilmember Grefrath announced that the third Memorial Bench was installed this past week, which is the second in Voorhis Park. Another Memorial Bench is being installed by the Bott family in appreciation of a family member. Councilmember Quinn said the bench is a group gift from a birthday party.

D) Attorney's Report

No report.

E) Administrator's / Clerk's Report

a) 2012 Road Paving

Mr. Hoffmann noted an additional resolution is being added to the consent agenda to pave the apron at Westvale Park

b) FEMA Update

Mr. Hoffmann advised that he, Mr. Marini, and Mrs. Hughes met on April 25 with FEMA representative Alan Aldridge to put together a time line for the purchasing of houses under the FEMA 4021 grant. The timeline was determined with the caveat that the JBOC would meet prior to the Council's May 15th meeting. If that occurs then the Borough can meet the FEMA and OEM recommendations to purchase by September 30th. Mrs. Hughes relayed that Senator Sarlo's office is awaiting additional information from the NJDEP for several Assembly members prior to scheduling the JBOC meeting.

c) Various Capital Ordinances

Mr. Hoffmann advised that a capital bond ordinance for the next agenda will include items from the 2012 capital budget, including the narrow band radio equipment, fencing, chairs, restrooms at Brookside Park, and DPW equipment. Councilmember Phayre asked if the Brookside Park restrooms are covered by insurance. Mr. Hoffmann said they are covered under FEMA.

Mr. Hoffmann noted he will also do an analysis for the Phase 3B monitoring well bonding, which was not part of the 2012 capital plan.

d) CDBG Representative

It was determined that Councilmember Sciara would serve as the CDBG representative, with Councilmember Grefrath as the alternate.

e) Peddlers/Soliciting fees

Mrs. Hughes asked if the Governing Body was in favor of raising the solicitor permit fees to cover the costs involved. The consensus was to proceed with the ordinance.

f) Shake a Can Policy

Mrs. Hughes reviewed her memo on whether there should be a policy governing how many times an organization may hold a shake a can in a year. The consensus was to leave it to the Clerk's discretion.

Councilmember Grefrath commented that receipts or tokens were not given out during a recent shake a can. Mrs. Hughes said she is already planning to send a letter. Council President Waneck would like to rescind the receipt/token policy. Councilmember Quinn commented on the safety aspect. Councilmember Miller noted that the Veterans manage to distribute the poppies. He said the reason the policy was instated hasn't changed. The issue is that it is unsafe to remain on the street when the traffic is moving. Councilmember Quinn asked if the policy could be reconsidered. Council President Waneck reiterated that she would rescind it.

g) Proposed Resolutions – OPRA, OPMA, Support Veterans

Mrs. Hughes noted that resolutions pertaining to pending legislation regarding the Open Public Meetings Act, the Open Public Records Act, and a Veterans program are on the consent agenda.

8. Agenda/Public Forum:

Motion to open the Agenda/Public Forum: Councilmember Miller

Second: Councilmember Sciara

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

No one wished to be heard.

Motion to close the Agenda/Public Forum: Council President Waneck

Second: Councilmember Miller

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

9. Ordinances for Adoption

12-2 An Ordinance Of The Borough Of Westwood, In The County Of Bergen, New Jersey, Providing For Borough Wide Road Improvements And Appropriating \$500,000 (Including A Grant In The Amount Of \$200,000 Expected To Be Received From The State Of New Jersey, Department Of Transportation) Therefor And Providing For The Issuance Of \$285,000 In Bonds Or Notes Of The Borough Of Westwood To Finance The Same

BE IT RESOLVED that Ordinance #12-2 entitled “An Ordinance Of The Borough Of Westwood, In The County Of Bergen, New Jersey, Providing For Borough Wide Road Improvements And Appropriating \$500,000 (Including A Grant In The Amount Of \$200,000 Expected To Be Received From The State Of New Jersey, Department Of Transportation) Therefor And Providing For The Issuance Of \$285,000 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: Council President Waneck Second: Councilmember Phayre

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

Public Comments:

No comments.

Motion to close the public hearing: Council President Waneck Second: Councilmember Phayre

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

BE IT RESOLVED that an Ordinance known as #12-2 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: Council President Waneck Second: Councilmember Phayre

Roll Call: Councilmember Grefrath – Yes Councilmember Phayre - Yes

Councilmember Quinn – Yes Councilmember Sciara - Yes

Councilmember Waneck – Yes Council President Miller – Yes

12-7 An Ordinance Of The Borough Of Westwood, In The County Of Bergen, New Jersey, Providing For The Acquisition Of Equipment For The Borough Of Westwood Department Of Public Works And Appropriating \$13,000 Therefor And Providing For The Issuance Of \$12,350 In Bonds Or Notes Of The Borough Of Westwood To Finance The Same

BE IT RESOLVED that Ordinance #12-7 entitled “An Ordinance Of The Borough Of Westwood, In The County Of Bergen, New Jersey, Providing For The Acquisition Of Equipment For The Borough Of Westwood Department Of Public Works And Appropriating \$13,000 Therefor And Providing For The Issuance Of \$12,350 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: Council President Waneck Second: Councilmember Phayre
Voice Vote: A voice vote was taken with all present voting in the affirmative.

Public Comments:
No comments.

Motion to close the public hearing: Council President Waneck Second: Councilmember Phayre
Voice Vote: A voice vote was taken with all present voting in the affirmative.

BE IT RESOLVED that an Ordinance known as #12-7 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: Council President Waneck Second: Councilmember Phayre
Roll Call: Councilmember Grefrath – Yes Councilmember Phayre - Yes
 Councilmember Quinn – Yes Councilmember Sciara - Yes
 Councilmember Waneck – Yes Council President Miller – Yes

10. Presentation of Bills, Financial Reports and Resolutions:

Mayor Birkner advised that the following Resolutions would be enacted in one motion. Councilmembers who wished to remove any Resolution(s) to be voted upon separately, had the opportunity to do so at this time, and said Resolutions would be considered separately. Resolution i was added at this time.

Councilmember Miller asked what the objective is of the personnel policies and procedures resolution. . Mr. Hoffmann explained that the JIF requires municipalities to review the handbook every two years. By adopting this resolution the Borough will be entitled to the lowest deductible available. Councilmember Miller asked if this is the manual they reviewed. He recollects the Mayor recommending changes and asked if they were incorporated. The Mayor’s suggestions were food for thought rather than changes to incorporate at this time. Councilmember Miller asked why the

resolution must be adopted tonight. Mr. Huntington explained that the JIF set a May 1 deadline with a 30 day grace period. Adoption at this time would not preclude a review at any time of the personnel code. Council President Waneck reiterated that there were no changes to what was previously passed. Councilmember Miller said that is correct, the Mayor just had suggestions. Councilmember Miller suggested discussing it further at the next work session. Mr. Huntington observed that redoing a personnel manual is a much more detailed process. He is fine with this manual.

Resolutions as Consent Agenda:

- a) **Resolution #12 - 126: Bill List & Statement of Cash**
- b) **Resolution #12 - 127: Award of Contract for Pascack Valley Cooperative Pricing System (#107-PVCPS) 2012 Road Paving Program**
- c) **Resolution #12 - 128: Re-Adopting Personnel Policies and Procedures**
- d) **Resolution #12 - 129: Authorize the Acceptance of the Traffic Sign Management Plan**
- e) **Resolution #12 - 130: Authorize Preparation of Plans and Specs for FEMA Grant-Related Demolition**
- f) **Resolution #12 - 131: Opposing Senate Bill 1451**
- g) **Resolution #12 - 132: Opposing Senate Bill 1452**
- h) **Resolution #12 - 133: Supporting the Employment Initiative Program of the New Jersey Employer Support Guard and Reserves**
- i) **Resolution #12 - 134: Authorizing Paving of Westvale Park Apron and Path**

Motion to adopt resolutions #12-126 through #12-123: Councilmember Grefrath

Second: Council President Waneck

Roll Call: Councilmember Grefrath – Yes Councilmember Miller – Yes

Councilmember Phayre – Yes Councilmember Quinn – Yes

Councilmember Sciara – Yes Council President Waneck – Yes

11. Adjournment:

Motion to adjourn: Councilmember 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