

BOROUGH OF WESTWOOD
WORK MEETING OF THE MAYOR & COUNCIL
MAY 29, 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 7:30 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 Miller - Present
Councilmember Phayre – Present
Councilmember Quinn - Present
Councilmember Sciara - Absent
Council President Waneck - Present
Borough Administrator Hoffmann – Present
Borough Attorney Doyle - Present
Borough Clerk Hughes – Present

Committee Assignments:

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

3. Resolution #12 - 148: Executive Closed Session

Motion: Council President Waneck Second: Councilmember Miller

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

4. Reopen the Meeting:

Motion to reopen the meeting: Council President Waneck 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 Grefrath - Present
Councilmember Miller – Present
Councilmember Phayre - Present
Councilmember Quinn – Present
Councilmember Sciara - Absent
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

1) Memorial Day Parade

Mayor Birkner thanked everyone for participation in the Memorial Day services. The parade was well attended, and the Memorial Service solemn and well done. Mayor Birkner appreciates the efforts of everyone on the committee. His thoughts are with Steve Gaunt, who is struggling with physical issues.

B) Engineer's Report

a) Biweekly Report

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

b) Broadway Signalization Project

Dr. Boswell reported that the design for the Broadway audible signals is completed and going to NJ Transit for review. The project should bid soon. Mayor Birkner commented that it was supposed to be bid in April. Dr. Boswell said the County changed plans to audible detectors. Now it is a matter of how long it takes NJ Transit to turn it around. Councilmember Phayre asked if NJ Transit would have any objection to the audible detectors. Dr. Boswell said that doesn't affect NJ Transit. Nothing they signed off on has changed.

c) Bank Street Vacation Request

Dr. Boswell discussed the request to vacate a portion of Bank Street. Council President Waneck asked about the process of bidding on vacated property. She thought the price was determined. Mr. Doyle said bidding is limited to contiguous landowners. The process can be addressed if the vacation progresses to that point.

C) Council Liaison & Committee Reports

1) Finance, Administration and Capital Projects:

a) Budget Update

Councilmember Phayre said the liaisons will be receiving the six month budget reports in the first week in June of what has been spent to date. Mayor Birkner commented that this starts the 2013 budget process.

2) Police and OEM:

a) C3 Contract

Councilmember Miller advised that the C3 contract is under review since it is up for renewal.

3) Public Properties:

a) Web Site Enhancements

Council President Waneck advised that the website changes have been made. She will have additional suggestions at the end of the year on how to update the site further. Council President Waneck praised Mrs. Flannery for her continued good work on the site. Councilmember Phayre observed that the iphone now syncs perfectly with the website. Mayor Birkner asked for an app for that.

b) Electric Bill Review

Council President Waneck, Mr. Hoffmann and Mrs. Stokes met with PSEG on May 23rd to ask questions about the electric bills. Mr. Hoffmann will distribute a memo on it. PSEG will assign someone to work directly with the Borough. The bad news is that perhaps the bills that are astronomical are accurate, but it is yet to be determined. There are definitely some expenses not anticipated because of the difference in rates during the summer.

c) Library Update

This Sunday is the Taste of Westwood. Bill Ervolino, columnist for The Record, will be MCing event.

The Library is moving forward with plans to renovate the lobby.

A Library Board member has resigned. The process is underway to replace him.

d) 2012 Goals

Council President Waneck reviewed the goals set in January. A copy of her report is attached.

- Financial: Councilmember Miller asked about paying down debt. Council President Waneck said the Borough can pay down debt and have an insurance fund also.
- Departmental: Council President Waneck asked Councilmember Miller about whether the four towns will meet. Councilmember Miller said Mayor Birkner has made an incredible effort to get the towns together but it hasn't happened. Mayor Birkner noted there may be some differentiation in the interpretation of involvement. HUMC is not looking to create a dispatch center but rather lease space for it.
- Regarding the swiftwater rescue training and boat, Mayor Birkner suggested Councilmember Sciara reach out to Hillisdale and Woodcliff Lake, who seem to be taking the lead on it.
- Environmental: Mr. Hoffmann noted that he has received emails on new grant opportunities for energy efficiency.
- Water Management: Mayor Birkner reported on a meeting with Hillisdale, Woodcliff Lake, the DEP and United Water on the dam project.
- Technology: Councilmember Phayre discussed upgrading aged equipment, including phones. Technology improvements will be ongoing. Council President Waneck asked if there should be a formal review. Councilmember Phayre will take the lead on it with Mr. Hoffmann. Council President Waneck would like to see phone system information by the end of summer. Councilmember Phayre explained some challenges with a centralized phone system.

Of the 20 items, 5 are done, 12 are in progress, and 3 not started. For next work session, she will address some policy decisions that were brought up during budget process.

4) Land Use:

a) Master Plan ReExam Ordinances

Councilmember Quinn introduced a discussion of the sign ordinance. Council President Waneck voiced concern that the timing on window painting would limit the number of opportunities. She also feels the total abolishment of neon is too restrictive. Mr. Hoffmann

said barber shops have asked about barber poles. Councilmember Quinn said that was not discussed by the Planning Board. Councilmember Grefrath and Mayor Birkner pointed out the differentiation between neon and illuminated, which Councilmember Quinn said was not discussed by the Board. Councilmember Quinn asked for the Governing Body's comments prior to the June 14 Planning Board meeting.

b) Back Flow Preventer Fees

Councilmember Quinn advised that the backflow preventer fee was requested by the Construction Official as per state requirements.

c) Shade Tree Community Forestry Grant Application

Councilmember Quinn reported that the Shade Tree Forestry Grant application is to revise the five year plan. She would like Mr. Hoffmann to review the grant regarding matching funds numbers. Council President Waneck asked if that has already been budgeted, but she thinks not. Mr. Hoffmann will double check. Councilmember Quinn pointed out that the current Forestry Management Plan is effective until 2013. Council President Waneck would like to do the work in house, if that is possible.

d) Westwood Pride Day

Councilmember Quinn reminded everyone that Sunday is Westwood Pride Day.

5) Health and Recreation:

a) Recreation Update

Councilmember Grefrath reported that the Recreation Committee is very excited about the various summer programs, such as the movies and concerts in the park.

b) Veterans Park Renovations

Councilmember Grefrath is very happy with the Veterans Park progress. The bid opening is June 12th, with the award hopefully on June 19th. Construction is scheduled to start the week of August 1st.

c) Westwood Pride Day

Councilmember Grefrath will set up the Governing Body's booth for Westwood Pride Day. He will have Memorial Bench brochures on the table.

D) Attorney's Report

No report.

E) Administrator's / Clerk's Report

a) Employee Handbook

Mr. Hoffmann asked for the Governing Body's comments on the Employee Handbook for discussion by the Personnel Committee.

b) Purchasing Procedures

Mr. Hoffmann reviewed his memo on purchasing procedures and the proposed module for the

Edmunds system. Councilmember Miller asked why the module would be necessary. Mr. Hoffmann replied that it is a way to automate and become more efficient as the Borough changes CFOs. Mayor Birkner said it creates more control for department heads, who will have better access on managing their budget, while creating an ongoing audit. Councilmember Miller expressed concern that it would create the mindset that if there is money available the department heads can spend it, which diminishes the liaison approval signature. Mayor Birkner believes it will give tighter control and streamline the paper trail and approvals. Council President Waneck suggested waiting to purchase in order to ask during the CFO interviews for the candidates' input. Councilmember Phayre emphasized that no purchase has been authorized, simply the gathering of information on the module.

Council President Waneck pointed out that under the purchasing procedures, liaison approval of expenditures is required between steps 5 and 6, as opposed to the prior method when approval wasn't given until step 21.

c) BCUA Amnesty Program

Mr. Hoffmann discussed a letter from the BCUA regarding their amnesty program. The BCUA is directing municipalities to inspect and eliminate sources that discharge clean water into the sewer system. A potential draft letter to homeowners was included in the book for review. Council President Waneck wondered what gives the BCUA the authority to tell the Borough to perform the inspections. Mayor Birkner believes it is in the BCUA rules and regulations. Mr. Doyle feels that while incorporating inspections into the CCO process is easily accomplished, the BCUA does not have the authority to dictate the implementation of inspections. Mayor Birkner referred to the BCUA rules and regulations, wherein each municipality is considered a distinct licenses operator and maintains the collection system within the municipality. Councilmember Phayre said it is important to know that rain-derived infiltration is affecting the bill, which is currently \$850,000 per year. The matter will be reviewed by Mr. Hoffmann and Mr. Doyle and brought back to the August work session.

d) Police Vehicles

Mr. Hoffmann advised that the Police Department is requesting to purchase two vehicles in the second half of the year, which is in their budget. Councilmember Phayre requested a report on the vehicles from the mechanics. Council President Waneck pointed out that there is a need for the Fire Official to receive a new vehicle, so one of the retiring Police vehicles should go to him. Mr. Hoffmann said a Police vehicle was in an accident last week and he is unsure of the extent of the damage at this point.

e) Sustainable Jersey

Mrs. Hughes reviewed her memo on Sustainable Jersey. The consensus of the Governing Body was to pursue points for the Silver Certification without incurring professional costs.

8. Agenda/Public Forum:

Motion to open the Agenda/Public Forum: Councilmember Miller

Second: Councilmember Phayre

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

Camille LoBello, 90 Benson Avenue – voiced concern with preventing flooding in general, and also the flooding that could result from the gates being locked while the dam is under construction. Mayor Birkner explained how these are two different issues. The Borough is pursuing a change in the DEP's standard operating procedure to help mitigate flooding in storm events. The dam stabilization project is a separate issue that could bring 'nuisance' flooding due to the DEP's requirement that the gates be locked and the level maintained at 89 feet. Mrs. LoBello asked if the brook is going to be dredged, since her property is being washed away. She complained that other municipalities are dredging but Westwood is not doing anything. Mayor Birkner is unaware of any dredging projects.

Clair Guadiomonte, 24 Lyons Place – remarked that while the dam is in Hillsdale it affects everyone. Mrs. Guadiomonte said she heard that there were two other possible proposed plans for the dam project that might not impact the area as much. Maybe those other projects might be more expensive for United Water but might be more beneficial to residents. Mayor Birkner has not heard of any other proposals. He asked for the name of the person Mrs. Guadiomonte spoke to so he can reach out for further information. Mrs. Guadiomonte will ask the person if she can release the name.

Nancy Saccente, regarding vacation of Banks Street – explained that the strip of Bank Street in question had no use to anyone except Mr. Carvellis. Mrs. Saccente asked if an updated survey needs to be provided. Councilmember Phayre reviewed Dr. Boswell's report. Mr. Doyle voiced concerns regarding the right of way, easements, etc., will require title work on the property. Councilmember Grefrath asked if there are any utilities under the street. Ms. Saccente is not aware of any but will check.

Motion to close the Agenda/Public Forum: Councilmember Quinn

Second: Councilmember Grefrath

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

9. 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. Councilmember Grefrath noted that resolution k has been revised. Council President Waneck asked that resolution f be removed until Mr. Hoffmann can inquire about the snow plow rates. Councilmember Phayre asked about the Riverkeeper event at the Community Center. Mayor Birkner explained that there were problems with the original location for the Reservoir Challenge pre-race party, so the Riverkeeper requested use of Westwood's facility.

Resolutions as Consent Agenda:

- a) **Resolution #12 - 149: Bill List & Statement of Cash**
- b) **Resolution #12 - 150: Emergency Appropriation – 911 Recording System**
- c) **Resolution #12 - 151: Resignation of CFO**
- d) **Resolution #12 - 152: Appoint Acting CFO**
- e) **Resolution #12 - 153: Chapter 159 Clean Communities Grant**
- g) **Resolution #12 - 154: Authorizing Shared Service RFP To Select Engineering Firm**
- h) **Resolution #12 - 155: Endorsement of Westwood High School Football Team's**

Community Service

- i) Resolution #12 - 156: Renewal of 2012-2013 Liquor Licenses**
- j) Resolution #12 - 157: Street Closure – Westwood Chamber of Commerce**
- k) Resolution #12 - 158: Street Closure - Hrbek 5K Race**
- l) Resolution #12 - 159: Approval of the Hackensack Riverkeeper Organization to Consume Alcoholic Beverages on Public Property**
- m) Resolution #12 - 160: Use of Veterans Park Bandstand for a Wedding**
- n) Resolution #12 - 161: Supporting a Dog Park at Van Saun Park**
- o) Resolution #12 - 162: Opposing S1914**

Motion to adopt resolutions #12-149 through #12-162: Councilmember Grefrath
Second: Councilmember Miller

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

10. Adjournment:

Motion to adjourn: Councilmember Miller Second: Councilmember Phayre

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

The time was 10:03 pm.

Attest:

(signed) Karen Hughes

Karen Hughes, RMC, Borough Clerk

Proofed by: Denise Holmes, Deputy Clerk