

**BOROUGH OF WESTWOOD
WORK MEETING OF THE MAYOR & COUNCIL
SEPTEMBER 2, 2014 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 7:00 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 Arroyo – Present
Councilmember Bicocchi – Present
Councilmember Grefrath – Present
Councilmember Miller – Present
Councilmember Owens - Present
Council President Waneck – Present
Borough Administrator Hoffmann – Present
Borough Attorney Huntington – Present
Borough Clerk Hughes – Present

Committee Assignments:

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

3. Resolution #14 - 201: Executive Closed Session

Motion to adopt Resolution #14-201: Councilmember Arroyo Second: Councilmember Miller

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

4. Reopen the Meeting:

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

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

The time was 8:05 pm.

5. Roll Call II:

Mayor Birkner – Present / Councilmember Arroyo – Present / Councilmember Bicocchi – Present /
Councilmember Grefrath – Present / Councilmember Miller – Present / Councilmember Owens -
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

1) Board of Education Update

Mayor Birkner reported that the longstanding practice of representatives from Westwood, Washington Township and the Board of Education to meet is continuing. Last week's meeting was

the first with the new Superintendent of Schools. Topics discussed included shared services, shared purchasing, and police issues. Dr. Gonzalez, the Superintendent, had run emergency drills while Superintendent for the Wayne school system. Mayor Birkner said it is something to consider for Westwood and warrants further discussion. He also broached the subject of reinitiating a DARE program in the school district. It appeared that while Dr. Gonzalez is enthusiastic, the Township of Washington is not that interested in resuming a program, so Chief Regino has been tasked with preparing scenarios to implement a DARE program throughout the regional school district, and also on a smaller scale in Westwood schools only. Council President Waneck suggested sending the Girl Scouts a letter advising them that they were heard and the Borough is working on it.

2) Bergen County Senior Citizen Picnic

Mayor Birkner reminded residents that the Bergen County Senior Citizen Picnic will be Tuesday, September 16th at Van Saun Park. The Westwood senior van will provide transportation. Reservations are made through the Recreation Department.

3) 911 Memorial

Mayor Birkner announced that the annual 911 Memorial Service will be held on Thursday, September 11th at 8 pm at the Veterans Park 911 Memorial. He thanked former Mayor Skip Kelley for his diligence in making sure that Westwood doesn't forget.

4) Complete Streets Presentation

Jerry Fried, former Mayor of Montclair, presented a slide show on Complete Streets. This is a program that allows safe access to roads for all users, whether pedestrians, bikers, motorists or transit users. He encouraged Westwood to consider adopting a Complete Streets policy. Councilmember Arroyo asked if this would be incorporated through the Master Plan. Mr. Fried said yes, it is important to get the language into the Master Plan. Mayor Birkner said the slides showed a lot of space, but Westwood is tight, particularly downtown. He is curious about how Bergenfield did their Complete Streets program because space is tight there as well. Mr. Fried said for some it is just about improving the pedestrian experience.

B) Engineer's Report

1) Biweekly Report

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

2) 2015 NJDOT Project

Dr. Boswell suggested two alternate streets for the 2015 NJDOT grant, since the second part of Pascack Road is not a strong contender. Mayor Birkner asked if the alternates are on the 15 year plan. Dr. Boswell said yes. Mayor Birkner said the Borough could just swap Pascack Road for one of them. A resolution will be on the September 16th meeting.

Mr. Huntington asked if there was something for the Borough to do regarding the roads PSE&G is digging up. Mayor Birkner said PSE&G will pave from the curb to the center of the road on the side of the trench. Dr. Boswell recommended infrared joints. He would prefer to let it sit for the winter and pave in the spring to avoid subsidence. There was discussion on negotiating with PSE&G to integrate their paving into the Borough paving program.

C) Council Liaison & Committee Reports

1) Finance, Administration and Capital Projects:

a) Time Capsule

Councilmember Grefrath announced that Mr. Huntington has donated a time capsule for the 120th anniversary of the Borough. He has distributed a suggested list of items to include.

b) Veterans Park Section IV

Councilmember Grefrath advised that Eagle Scout candidate Rich Maul wants to do paths to the monuments in Veterans Park as his project. Mr. Maul has spoken to Ed Snieckus, and will need to contact the Veterans Council at the recommendation of both Councilmember Grefrath and Mayor Birkner.

c) Ice Bucket Challenge, Golf Outing

Councilmember Grefrath commented on the recent Ice Bucket Challenge successfully undertaken by the Governing Body. The effort was dedicated to John Redden, and his wife was notified. Mayor Birkner suggested a laminated photo of the event be put in the time capsule.

Councilmember Grefrath thanked everyone for participating in the annual Westwood Charity Golf Outing.

2) Fire and Ambulance:

a) Library Board Appointment

Councilmember Miller advised that he has a candidate for a vacancy on the Library Board. There are so many talented folks excited about serving that it was hard to pick just one. There was a thought to create alternates and youth members. Unfortunately the statutory configuration doesn't allow for it. Council President Waneck suggested the Friends of the Library involve the youth.

b) Internal Equity Salary Ordinance Review

Councilmember Miller reviewed the objectives and the process for the internal equity review. He emphasized that it is about the position, not the person. The Governing Body must make a commitment to take corrective action. The consensus was to pursue the project.

Mayor Birkner left at 9:10 pm.

3) Health and Recreation:

a) Recreation Update

Councilmember Owens reported that the junior tennis team won the U14 tennis championship. They represented North Jersey in the USTA Summer Eastern Sectional Championships in Mt. Kisco, NY. Team members Stephanie Perini and Matt Schwartz won the Sportsmanship award, which was won by Jessica Ruback last year.

4) Land Use:

a) Medical Office Definition

Councilmember Bicocchi reviewed the proposed ordinance that would further define medical office.

b) Borough Hall Upgrades

Councilmember Bicocchi discussed the proposal for work on the Borough Hall. A bond ordinance will be introduced at the next meeting for the engineering and architectural design. Councilmember Bicocchi reviewed the project schedule. Councilmember Miller asked if it is in this year's budget. Mr. Hoffmann confirmed it is in the capital, and will let the Governing Body know the amount. Council President Waneck asked for an accounting of what has been added to capital this year. Councilmember Arroyo asked if the new HVAC system will be installed in such a way that the roof will not have to be removed to get at it. Councilmember Bicocchi confirmed there will be an access door.

5) Police and OEM:

a) CERT/CART Team

Councilmember Arroyo would like to formalize CERT in Westwood through an ordinance. He explained the role and value of CERT as a neighborhood watch and supplement to first responders during emergencies and disasters. He will work with Deputy OEM Coordinator Nick Ariemma, Councilmember Miller and Mr. Hoffmann to draft the ordinance.

6) Public Properties: CW

a) Bogert Pond Bridge

Council President Waneck advised that the Bogert Bridge was just restrained. The DPW is working on fixing the lights, but since they are a rare style, it takes time to find the necessary parts.

b) Organization Chart

Council President Waneck said the organization chart was updated since the last meeting so no department has more than one direct report. Any additional changes should go to the Clerk. A resolution will be on the next meeting. Councilmember Arroyo asked if the changes affect the bond rating. Council President Waneck said the changes have no impact whatsoever on the bond rating. Mr. Huntington noted the Police Department can only report to the Appropriate Authority. Council President Waneck directed the Clerk to put an asterisk and footnote designating the Appropriate Authority.

D) Attorney's Report

No report.

E) Administrator's / Clerk's Report

a) RFPs for Professionals

Mrs. Hughes reviewed her memo on issuing RFPs for various Borough professional positions. A resolution is on the consent agenda.

b) HRA Update

Councilmember Miller asked Mr. Hoffmann for updated numbers on the HRA. Mr. Hoffmann will communicate the need for accurate information. He will let the Governing Body know when the information is expected to be available.

c) Energy Savings

Councilmember Miller asked if the changes to the Borough buildings resulted in the over \$33,900 in cost avoidance energy savings. Mr. Hoffmann reviewed the statistics he had provided the Governing Body.

d) Green Acres Home Purchases

Council President Waneck asked for a financial report on the Green Acres purchases.

8. Agenda/Public Forum:

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

No one wished to be heard.

Motion to close Agenda/Public Forum: Councilmember Miller 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

14-26 An Ordinance Amending An Ordinance Amending Chapter 40 Officers And Employees , Article X Borough Administrator And Interim Borough Administrator

Council President Waneck pointed out the change to item 8 and said it is good to have checks and balances. Additionally, since the Borough doesn't currently have a CFO there is the need to allow for the Administrator to be involved in the budget process.

BE IT RESOLVED that Ordinance #14-26 entitled "An Ordinance Amending An Ordinance Amending Chapter 40 Officers And Employees , Article X Borough Administrator And Interim Borough Administrator " is hereby introduced by title; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to advertise said ordinance with a September 16, 2014 hearing date in the official newspaper according to law.

Motion to pass the ordinance on First Reading: Council President Waneck

Second: Councilmember Grefrath

Roll Call: Councilmember Arroyo – Yes Councilmember Bicocchi – Yes

Councilmember Grefrath – Yes Councilmember Miller – Yes

Councilmember Owens – Yes Council President Waneck – Yes

14-27 An Ordinance Amending Chapter 40 Officers And Employees , Article VI Chief Financial Officer

BE IT RESOLVED that Ordinance #14-27 entitled "An Ordinance Amending Chapter 40 Officers And Employees , Article VI Chief Financial Officer " is hereby introduced by title; and

BE IT FURTHER RESOLVED that the Borough Clerk is hereby directed to advertise said ordinance with a September 16, 2014 hearing date in the official newspaper according to law.

Motion to pass the ordinance on First Reading: Council President Waneck

Second: Councilmember Biccocchi

Roll Call: Councilmember Arroyo – Yes Councilmember Biccocchi – Yes

Councilmember Grefrath – Yes Councilmember Miller – Yes

Councilmember Owens – Yes Council President Waneck – 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.

Resolutions as Consent Agenda:

a) **Resolution #14 - 202: Bill List & Statement of Cash**

b) **Resolution #14 - 203: Authorizing Redemption of Tax Sale Certificate #12-00012**

c) **Resolution #14 - 204: Authorizing NJDEP Grant Application to Remediate Pistol Range Site for Use as an Outdoor Exercise Area**

d) **Resolution #14 - 205: Authorizing Appointment of DPW Assistant Foreman**

e) **Resolution #14 - 206: Authorizing the Issuance of RFPs for Select Professional Services**

f) **Resolution #14 - 207: Approval of Amusement Device License-Muller Restaurant Group t/a Recovery Room**

g) **Resolution #14 - 208: Use of Veterans Park for Save the Watershed Action Network (SWAN)**

Motion to adopt resolutions #14-202 through #14-208: Councilmember Grefrath

Second: Councilmember Miller

Roll Call: Councilmember Arroyo – Yes Councilmember Biccocchi – Yes

Councilmember Grefrath – Yes Councilmember Miller – Yes

Councilmember Owens – Yes Council President Waneck – Yes

11. Adjournment:

Motion to adjourn: Councilmember Miller Second: Councilmember Arroyo

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

The time was 9:30 pm.

Attest:

(signed) Karen Hughes

Karen Hughes, RMC, Borough Clerk

Proofed by: Denise Holmes, Deputy Clerk