

**BOROUGH OF WESTWOOD**  
**WORK MEETING OF THE MAYOR & COUNCIL**  
**SEPTEMBER 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 – 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 - 224: Executive Closed Session**

**Motion to adopt Resolution #13-224:** 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:** Council President Sciara Second: Councilmember Miller

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

The time was 8:30 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**

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 revaluation is moving along. The review meetings were held, and property evaluations are underway.

**2) Broadway Intersection Project**

Mayor Birkner reviewed the progress of the train signalization project. He noted that the Broadway and Washington Avenue intersection would be closed for one week at the end of the month for the installation of equipment.

**3) Bergen Grassroots Water Management Task Force**

Mayor Birkner was contacted by the newly formed Bergen Grassroots Waterway Management Task Force for his input and participation. They are looking to find and implement solutions to chronic flooding. The group includes two freeholders, the new County flood engineer, and several mayors. Mayor Birkner met with the chairmen of the group, and offered Westwood's experiences and issues. He gave them a copy of the Boswell report, and provided his insights and ideas. It was a productive meeting. Mayor Birkner said unfortunately he can't participate and attend their meetings, so he asked if a member of the Council would like to in his stead. Otherwise he will ask at the next Pascack Valley Mayors meeting for a volunteer. Meetings are Thursday nights at either 5:30 or 7:30, but not every week. Councilmember Waneck volunteered to participate if meetings are at 7:30. Mayor Birkner pointed out that Councilmember Waneck was part of the County water task force, and he appreciates her time and willingness.

**4) DEP Flood Discussions**

Mayor Birkner has had further discussions with the NJDEP about chronic flood issues not being addressed in this area. The State has been active in securing funding and working to resolve acute issues affecting the state, particularly regarding Sandy. The Pascack Valley has been suffering from acute affects of flooding for decades. The Borough has presented ideas for mitigation of those problems. Mayor Birkner has had additional discussions with Assemblywoman Schepisi on a regional approach and funding sources. She has agreed to meet with the DEP to discuss the status of the Westwood request regarding operational changes for the Woodcliff Lake dam. Mayor Birkner will meet with the DEP as well. He looks forward to reporting at the next session.

**5) Westvale Concession Stand**

Mayor Birkner observed that the Westvale Park fall sports programs are ready to go into full swing. One thing residents may notice is that the concession stand is closed and porta-johns are on site. The NJDEP has done a routine inspection of the site as part of an ongoing comprehensive methane monitoring of the entire park system. Some of the vents pipes were clogged with debris. The Borough is conducting atmospheric monitoring inside the concession stand to ensure no gases are able to build up inside the building. The Borough Engineer will review technical specs with the DEP in regards to the permitting process. Mayor Birkner said Boswell will elaborate a little more during their report.

**B) Engineer's Report**

**a) Westvale Concession Stand**

Pete Ten Kate of Boswell Engineering said the DEP in their most recent site visit raised the issue of the concession stand as part of ongoing efforts to look at methane monitoring in the park. Boswell conducted testing and there is no methane gas in the building. They are still reviewing

the rest of the results but have found nothing of any concern. Boswell will talk to the DEP about installing a methane monitoring system that ties into the Police desk like a fire alarm. They will also discuss venting the building. Mayor Birkner asked about the vent pipe status. Mr. Ten Kate said they are waiting for one additional permit from the DEP to move ahead with the remediation measures Boswell proposed to the DEP. They are hoping to receive that in the next two weeks.

**b) Biweekly Report**

Mr. Senkevich reviewed the biweekly report, a copy of which is attached.

**C) Council Liaison & Committee Reports**

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

**a) Finance Update**

Councilmember Waneck advised that she met with the CFO to discuss the draft of the additional audit of three department's procedures. The audit will go to the department heads and liaisons for those departments. Mrs. Ayer will work on an action plan for the departments. Councilmember Waneck believes the changes will significantly increase revenue flow. She will have that information for the next meeting.

**2) Police and OEM:**

**a) Alarm Ordinance**

Councilmember Miller advised that the alarm ordinance is being worked on.

**b) Police Update**

Councilmember Miller reported that the 911 system upgrade is enormously expensive but required. The Police Department looked into better prices besides state contract and worked hard to recognize some savings.

**3) Fire and Ambulance:**

**a) Police Promotion Guidelines**

Council President Sciara stated that the Governing Body has had discussions over the past months about promotional guidelines. There is nothing that everyone agrees on but there might be something that can be done to help the Borough and move forward. Council President Sciara made a motion for the draft promotional guidelines to move forward. Councilmember Miller seconded. Councilmember Grefrath suggested the document be given to the Borough Attorney to include in the policy ordinance being drafted. The consensus was to do so. Councilmember Quinn does not agree with the draft promotional guidelines but agreed the document should go to Mr. Huntington for inclusion in the draft ordinance.

**b) Fire Department Update**

Mayor Birkner asked about using the latest FEMA purchased building on Nugent for fire training. Council President Sciara said the Westwood Fire Department and Pascack Valley departments will drill on the house. Mayor Birkner elaborated on the usefulness of the purchased homes for Fire Department training.

**4) Public Properties:**

No report.

**5) Land Use:**

**a) Land Use Boards/Cell Tower Ordinance**

Councilmember Arroyo observed that quite a few land use board meetings were cancelled over the summer. He will be meeting on Tuesday to discuss the administrative side of the cell tower amendments.

**6) Health and Recreation:**

**a) Health Department Update**

Councilmember Grefrath reported that there was no Board of Health meeting in August. Arrangements have been made for a Hazard Global Assistance Course for all staff that might be exposed to hazardous materials.

**b) Recreation Update**

There was no Recreation Board meeting in August. Councilmember Grefrath announced that the final summer concert will be Thursday, September 5<sup>th</sup>. It's a great way to end the golf outing day.

Mayor Birkner reminded everyone that Thursday is the 17<sup>th</sup> annual Westwood charity golf outing. He thanked Councilmember Grefrath for his hard work throughout the year planning the outing. Mayor Birkner said residents can still come out and play golf or join the golfers for lunch. Councilmember Grefrath said 2013 will see the best turnout in years.

**D) Attorney's Report**

No report.

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

**1) Shared Court**

Mr. Hoffmann reported on the bid opening for the shared court consultant. River Vale is the lead agency. Bid results have been sent to the Judge and Court Administrator for their review. The Governing Body may see a resolution on the September 17 agenda.

**2) Copier Bid**

Mr. Hoffmann reviewed the copier bids with the Borough Attorney and Auditor, and is recommended they be rejected. The two lowest bids were flawed. The resolution authorizes that the bid specs be revised, and that there be a review of State Contract copier information. Mr. Hoffmann noted that the current copier leases expire in November, so there is time.

**3) Revaluation Costs**

There is a resolution on the consent agenda pertaining to revaluation costs. Mr. Hoffmann has confirmed with the Auditor that revaluation costs are covered by the special emergency appropriation. Any hours the Tax Assessor spends on the revaluation can be charged against that ordinance, as well as any expenses from the Attorney or other staff.

**8. Agenda/Public Forum:**

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

Dorothy Haight, 84 Lincoln Blvd, Emerson – said it is a year since she and her husband sent a letter asking for answers to questions pertaining to her husband’s accident. Mrs. Haight understands the need for time in answering questions, but she is wondering if someone could get back to them. Mayor Birkner asked Mr. Hoffmann to get back to Mrs. Haight. Mr. Hoffmann said there were difficulties setting up meetings, but he will get with the Attorney and set up a meeting. He will get back to Mr. Haight with the details.

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

**9. Ordinances of First & Final Reading:**

**Ordinances for Introduction**

**13-23 An Ordinance of the Borough of Westwood, in the County of Bergen, New Jersey, Amending Ordinance No. 13-12 of the Borough Finally Adopted on July 15, 2013, Providing for Various Road and Park Improvements in the Borough of Westwood and Appropriating \$415,000 Therefor, and Providing for the Issuance of \$394,250 in Bonds or Notes of the Borough of Westwood to Finance the Same**

**BE IT RESOLVED** that Ordinance #13-23 entitled “An Ordinance of the Borough of Westwood, in the County of Bergen, New Jersey, Amending Ordinance No. 13-12 of the Borough Finally Adopted on July 15, 2013, Providing for Various Road and Park Improvements in the Borough of Westwood and Appropriating \$415,000 Therefor, and Providing for the Issuance of \$394,250 in Bonds or Notes of the Borough of Westwood to Finance the Same” is hereby introduced by title; and

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

**Motion to pass the ordinance on First Reading:** 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

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**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 #13 - 225: Bill List & Statement of Cash**
- b) **Resolution #13 - 226: Closing Bond & Coupon Account**
- c) **Resolution #13 - 227: Authorizing Refund of Taxes B2208 L17**
- d) **Resolution #13 - 228: Award of Contract for Clothing Bins**
- e) **Resolution #13 - 229: Authorizing Engineering Services for Fourth Avenue Drainage**
- f) **Resolution #13 - 230: Authorizing Additional Purchase of Flood-Prone Properties under FEMA Grant**
- g) **Resolution #13 - 231: Approval To Submit A Grant Application And Execute A Grant Contract With The New Jersey Department Of Transportation For Pascack Road, Section 2 Project**
- h) **Resolution #13 - 232: Authorize Rejection of Copier Bids**
- i) **Resolution #13 - 233: Authorizing Charges for Revaluation**

**Motion to adopt resolutions #13-225 through #13-233:** 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

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**11. Adjournment:**

**Motion to adjourn:** Councilmember Grefrath      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: Lorraine Flannery, Administrative Secretary