

**BOROUGH OF MAYWOOD
WORK SESSION
September 14, 2021
6:30p.m.**

Meeting was called to order by Council President Bennin at 6:33p.m.

SALUTE TO THE FLAG & MOMENT OF SILENCE

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

Whereas, Chapter 231 of the Public Laws of the State of New Jersey requires at the commencement of every meeting a Statement of Compliance be read.

Now, therefore be advised, that the meeting requirements for this meeting have been met by publishing a meeting notice in The Record and Our Town newspaper and by posting such notice in the office of the Borough Clerk as well as in a public place within the Municipal Building, and by notifying interested citizens. Said notice was posted on January 5, 2021 with a change of start time posted on July 9, 2021.

This meeting is being recorded by both audio and video.

ROLL CALL

Members of the Governing Body present: Councilmembers DeMuro, Flynn, Herrick, Roer, Ullman and Bennin. Mayor Bolan was absent. Also present were Borough Attorney Eyerman, Borough Administrator Donna Puglisi and Borough Clerk Dispoto. Borough Administrator Puglisi left the meeting at 7:09p.m. to return to the conference she was attending.

1 – PRESENTATION TO LORRAINE LAPIN FOR HER YEARS OF SERVICE

Councilman Roer read into the record the proclamation that was presented Mrs. Lapin at a ceremony the previous night.

Council President stated there is a need to move the Borough Administrator's report up on the agenda.

BOROUGH ADMINISTRATOR REPORT

Borough Administrator thanked everyone who responded to the sinkhole on Howcraft Street. She further discussed other items related to the recent storms, capital and non-capital projects regarding the Shade Tree Commission and the upcoming ceremony for the re-dedication of the cornerstone.

Council President Bennin inquired if any of the Council had questions for the Administrator before she rejoined the conference. Councilman Roer thanked the Borough Administrator and the DPW for the work related to the bench and tree for Lorraine Lapin. Councilwoman DeMuro inquired about the portal for the Fire Department radio grant and Councilwoman Flynn discussed the recent meeting the Administrator had spoken about regarding the Shade Tree Commission in her report. Borough Administrator asked for approval from the Council to obtain quotes for both the removal of trees and sidewalk replacements. Councilman Roer asked for confirmation that the funds are available. A motion was made by Councilman Ullman and seconded by Councilman Roer for the Borough to obtain quotes for the capital project regarding tree take downs and sidewalk replacement. Motion carried unanimously.

2 – ENGINEER REPORT

a. September 2021 Monthly Status Report

1. YEAR 2020 FALL ROADWAY IMPROVEMENTS PROGRAM

It shall be noted that PSE&G will be implementing a gas main replacement program throughout the Borough of Maywood. Main replacements will occur on West Pleasant Avenue. Therefore, the Borough needed to select a different roadway to mill and pave due to the PSE&G project schedule. The Borough selected Oak Avenue from Coolidge Avenue to West Spring Valley Avenue. Concrete improvements were addressed on Oak Avenue in early June 2021. Milling and paving on Park Avenue, Locust Drive, Cedar Avenue, and Oak Avenue proceeded on June 17, 2021 and was completed the week of June 21, 2021.

Currently, Neglia Engineering Associates is securing documents from the contractor to prepare the closeout package for this project. Once received, our office would prepare the said documents. We would issue these documents to the Borough for action at a future Mayor and Council meeting.

2. MAYWOOD SENIOR CENTER - ADA SLIDING DOORS, STORAGE CLOSETS, & VESTIBULE IMPROVEMENTS (BERGEN COUNTY CDBG FUNDED)

On June 15, 2021, the contractor signed the contracts and returned them to our office. The contracts were signed by the Borough that same week. The project pre-construction meeting occurred on July 09, 2021. Per the pre-construction meeting, the sliding doors have a manufacturer's lead time of four to six weeks. Due to the current pandemic and manufacturer supply issues, the contractor has informed our office that door delivery and mobilization is anticipated to occur the week of September 13, 2021. Construction would be completed within one month from the start date.

It shall be noted that Bergen County Community Development required a letter providing an explanation as to why the funds were not expended a year from the award of the grant. The COVID pandemic was an acceptable response for delay but the letter stating so must be provided. This letter was required to be issued expeditiously in order not to jeopardize the grant funding. We confirmed with Bergen County that current project bid shall not be delayed though. The Borough submitted this grant extension request on April 15, 2021 to permit an extension on December 31, 2021.

3. YEAR 2021 ROADWAY IMPROVEMENTS PROGRAM INCLUDING WYOMING AVENUE FROM WEST PLEASANT AVENUE TO TERMINUS AT MEMORIAL PARK (NJDOT FUNDED)

As requested by the Borough, our office understands that the Borough wishes to proceed with the Year 2021 Roadway Improvements Program which is to include the following roadways:

1. Wyoming Avenue from West Pleasant Avenue to Terminus at Memorial Park (NJDOT Municipal Aid Grant)
2. Oak Avenue from Mendez Avenue to Coolidge Avenue
3. Edel Avenue from Belle Avenue to Memorial School Terminus
4. Edel Avenue from West Fairmount Avenue to Spring Valley Avenue
5. Harding Place from Wyoming Avenue to Spring Valley Road
6. Paterson Avenue

In late July 2021, our office was authorized by the Borough to prepare construction documents. Construction documents were submitted to the NJDOT for its thirty-day pre-bid review. We anticipate that this project would be bid in late Fall 2021 with construction occurring in Spring 2022.

4. BERGEN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (SOUTH ELM AVENUE)

The Borough awarded the project to AJM Contractors, Inc. at its July 27, 2021 Mayor and Council meetings. The contracts were prepared and forwarded to the contractor on July 29, 2021. The project pre-construction meeting occurred on August 27, 2021. Construction is anticipated to proceed in late September 2021.

It shall be noted that the intersection of Edgewood Place and South Elm Avenue is shown to be included as part of the PSE&G Gas Main replacement project. We have informed PSE&G of the Bergen County Community Development Grant deadline which requires project closeout to occur at the end of December 2021. PSE&G informed our office during a ZOOM Meeting on May 11, 2021 that they do not intend to impact this intersection.

5. BOROUGH LIBRARY AND SPENCER JOSEPH WAY PARKING LOT IMPROVEMENTS

On June 17, 2021, the Borough accepted bids. The lowest bid of six submitted was from AJM Contractors, Inc., 300 Kuller Road, Clifton, New Jersey 07011. The bid submitted by AJM Contractors was in the amount of \$279,442.50 and was as follows:

1. Base Bid A (Borough Library Parking Lot) – \$89,710.00
2. Base Bid B (Spence Joseph Way Parking Lot) - \$172,322.50
3. Alternate Bid A (Concrete Improvements at Borough Library Parking Lot) - \$14,910.00
4. Alternate Bid B (Lighting Improvements at Spencer Joseph Way Parking Lot) - \$2,500.00

The Borough awarded the project to AJM Contractors, Inc. at its July 27, 2021 Mayor and Council meetings. The contracts were prepared and forwarded to the contractor on July 29, 2021. Construction is anticipated to proceed in early / mid-October 2021.

6. BOROUGH DPW BUILDING – FLOOR DRAIN SYSTEM

Per the Mayor and Council’s authorization, Montana Construction proceeded with the cleaning and televising of the existing floor drains within the DPW building. During these actions, it was found that T-connections / obstructions existed which affected the Montana’s operations. The Borough DPW determined that they would sawcut small floor slab sections to permit access to these points of concern.

In late July 2021, the Borough DPW exposed sections of the floor drain system within the building. On August 02, 2021, Montana Construction proceeded with their services. As they proceeded, it was determined that the floor drain system within the building truck bay areas contains multiple elbow turns, drops, and obstructions / blockages. Montana Construction completed their services in mid-August 2021.

Once Montana Construction completed their services, it was determined that an oil water separator previously existed within a truck bay. Thereafter, the Borough DPW excavated this area and determined that the separator had been disconnected and damaged. During the week of September 06, 2021, our office will complete an area survey at this previously existing oil water separator. Once the survey is completed, our office will determine if a new oil water separator could be constructed at this location.

b. Emergency Declaration – Discussed the emergency declaration was due to a drainage system collapse on Howcroft Street.

Mr. Polyniak answered questions by the Council regarding the 2021 Roadway Improvement Program, Library Parking lot improvements and EV plans, Municipal Hall solar panels and debris settlement from the recent storms.

3 - MEETING OPEN TO THE PUBLIC (FIVE MINUTE TIME FRAME)

Council President Bennin opened the floor for public comment.

Frank Cilento, inquired as to the comments made by Councilwoman Flynn regarding inspecting and cleaning of the culverts of debris. Superintendent Neumann stated that the catch basins are cleared before storms and items are accumulated from the running water during the storm and accumulate after the storms begin. There was some discussion as to the responsibility of the culverts which will be looked into.

Christopher Tuttle attempted to speak but was experiencing difficulty.

4 - CORRESPONDENCE AND REPORT OF BOROUGH CLERK

- a. **Letter from the Office of the County Prosecutor regarding Municipal Prosecutor Disclosure and Separation Statements pursuant to Attorney General Law Enforcement Directive # 2019-7** – Accepted without discussion.
- b. **Email from State regarding Statewide Ordinance for Electric Vehicles** – Discussion ensued as to all municipalities in the State required to adopt the model ordinance. Councilwoman Flynn has requested adopting this ordinance prior to November.

Borough Clerk Dispoto also discussed late night voter registration on October 12th and this year's General Election that will offer voters the opportunity to vote in person early.

5 – BOROUGH ADMINISTRATOR REPORT

Report was presented at the beginning of the meeting.

6 – COUNCIL PRESIDENT'S REPORT

Council President Bennin discussed the Borough's 9/11 ceremony and Maywood contributions back in 2001.

Christopher Tuttle, OEM Director, joined the meeting and announced FEMA will be in town on September 22, 2021 at will be available to the residents and businesses at the Senior Center.

7 - NEW BUSINESS

a. Resolutions for consideration

- 1. Advertise for Bids – Wyoming Avenue Roadway Improvements and Various Streets –**
Resolution will be placed on the September 28, 2021 meeting agenda.
- 2. Purchase Two 2021 Ford Utility Interceptors for Police Department –** Councilman Ullman inquired if hybrid vehicles were considered. Discussion ensued as to the Council's desire to purchase hybrid vehicles. After some discussion between the Council and Police Chief the Council agreed to purchase one gas powered vehicle at this time and for the Chief to present at the next meeting a quote for a hybrid vehicle.

RESOLUTION #157-21

RESOLUTION AUTHORIZING PURCHASE OF ONE (1) POLICE VEHICLE FOR THE AMOUNT OF \$30,931.00 UNDER THE STATE CONTRACT

WHEREAS, the Borough of Maywood, pursuant to N.J.S.A. 40A:11-12(a) and N.J.A.C. 5:34-7.29(c) may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of Treasury; and

WHEREAS, the Borough of Maywood has the need to purchase of one (1) police vehicle, namely one (1) Police Interceptor Utility, All Wheel Drive vehicle, utilizing State Contract 88728 with Winner Ford of Cherry Hill for the amount of \$30,931.00 pursuant to their proposal attached hereto; and

WHEREAS, the Borough of Maywood intends to enter into contract with State contract vendor Winner Ford of Cherry Hill through this resolution and properly executed purchase orders, which shall be subject to all the conditions applicable to current State contracts;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Borough Council of the Borough of Maywood authorizes the purchase of one (1) Police Interceptor Utility, All Wheel Drive vehicle, utilizing State Contract 88728 with Winner Ford of Cherry Hill for the amount of \$30,931.00 pursuant to all the conditions of the individual State Contract and pursuant to their proposal for same; and

BE IT FURTHER RESOLVED that the Mayor, Borough Administrator and/or Borough Chief Financial Officer be and are hereby authorized and directed to execute, and the Borough Clerk, is directed to attest to any documents necessary to purchase said vehicle pursuant to State Contract 88728; and

BE IT FURTHER RESOLVED, that a copy of the within resolution together with a copy of the Agreement be on file in the Office of the Borough Clerk and be available for public inspection during regular business hours and pursuant to the laws of the State of New Jersey, County of Bergen and the Borough of Maywood.

A motion was made by Councilwoman DeMuro and seconded by Councilwoman Flynn to adopt Resolution 157-21. Motion carried unanimously.

Councilman Ullman stated he would like to codify the Council's desire to investigate hybrid alternatives through future administrations. Borough Attorney Eyerman will investigate possibly including this directive into the EV ordinance that is required by the State.

b. Ordinances for consideration

- 1. Distribution of handbills & Circulars** – The Council directed the Borough Attorney to pen a draft ordinance for the Council's consideration at the next meeting.

8 - OLD BUSINESS

- 1. Salary Ordinance Update** – The Recycling Coordinator title is removed from the ordinance for the adoption set for September 28, 2021
- 2. Quote for Barrier Gate – Memorial Pool Parking Lot** – After some discussion, DPW Superintendent Neumann was directed by the Council to move forward on the quote provided.
- 3. Request to replace Seasonal Employee** – After some discussion, the Council approved the appointment of a replacement seasonal employee.
- 4. October 30, 2021 Firework resolution** –

RESOLUTION #159-21

RESOLUTION APPOINTING PART TIME SEASONAL EMPLOYEE OF THE DEPARTMENT OF PUBLIC WORKS IN THE BOROUGH OF MAYWOOD, BERGEN COUNTY, NEW JERSEY

WHEREAS, due to the recent departure of a seasonal employee, there exists a need to appoint a part time employee in the Maywood Department of Public Works for seasonal assistance to the Department; and

WHEREAS, the Mayor and Council of the Borough of Maywood wishes to appoint Zachary Stelter as a part time employee in the Borough of Maywood Department of Public Works; and

WHEREAS, said appoint shall be set at the rate of \$14.00 per hour not to exceed 29 hours weekly;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Maywood, County of Bergen, State of New Jersey that the Mayor be and he is hereby authorized and directed to execute, and the Borough Clerk to attest, to any and all documents necessary to appoint, according to the Borough policy the following as a part-time/non-contract employees of the Borough of Maywood; and

BE IT FURTHER RESOLVED, that a copy of the within resolution be available for public inspection during regular business hours and pursuant to the laws of the State of New Jersey, County of Bergen and Borough of Maywood.

A motion was made by Councilman Herrick and seconded by Councilman Ullman to adopt Resolution #159-21. Motion carried unanimously.

- 5. October 30, 2021 Fireworks Resolution #158-21** –

RESOLUTION # 158-21

RESOLUTION AUTHORIZING FIREWORKS DISPLAY AGREEMENT BETWEEN THE BOROUGH OF MAYWOOD AND INTERNATIONAL FIREWORKS MFG. CO. INC.

WHEREAS, the Borough of Maywood has decided to conduct a firework display on October 30, 2021; and

WHEREAS, the display will be provided and supplied by International Fireworks Mfg. Co. Inc. whose address is 242 Sycamore Road, Douglasville PA 19518; and

WHEREAS, the cost as written in said contract is \$12,500.00 in total;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Maywood, Bergen County, New Jersey, that the Mayor, Richard Bolan, is hereby authorized to execute and the Borough Clerk, Barbara L. Dispoto, to attest an agreement between the Borough of Maywood and International Fireworks Mfg. Co. Inc. subject to the availability of funds and in accordance with all requirements set forth by the South Bergen Joint Insurance Fund as determined by our Risk Manager, Professional Insurance Associates of 429 Hackensack Street, Carlstadt, NJ 07072, and approval of the location and display by the Borough of Maywood's Fire Official, Thomas Tuttle, as well as being subject to the Borough Attorney's approval as to form.

A motion was made by Councilman Herrick and seconded by Councilwoman Flynn to adopt Resolution #159-21. Motion carried with Councilman Ullman voting Nay.

9 – MONTHLY REPORTS

- a. **Building Department Report – August 2021** – Accepted without discussion.
- b. **Police Department Report – August 2021** – Accepted without discussion.
- c. **Finance Report – August 2021** – Accepted without discussion.
- d. **Fire Prevention Report – August 2021** – Accepted without discussion.
- e. **DPW Report – August 2021** – Accepted without discussion.
- f. **Recycling – August 2021** – Accepted without discussion.
- g. **Recreation – August 2021** – Accepted without discussion.
- h. **Shade Tree Commission – August 2021** – Accepted without discussion.

10 - MEETING OPEN TO THE PUBLIC (FIVE MINUTE TIME FRAME)

No one wished to be heard.

A motion was made by Councilwoman DeMuro and seconded by Councilman Herrick to adjourn. Motion carried unanimously and the meeting was adjourned at 8:34p.m.

Respectfully submitted,



Barbara L. Dispoto, RMC/CMC
Borough Clerk