

**BOROUGH OF MAYWOOD
WORK SESSION
October 12, 2021
6:30p.m.**

Meeting was called to order by Council President Bennin at 6:31p.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 Disposto.

1 – ENGINEER REPORT

a. October 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. On September 17, 2021, our office prepared and issued the closeout package to the Borough for review and consideration by the Mayor and Council at its next available meeting agenda.

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

Construction proceeded on September 14, 2021. At this time, the sliding doors have been installed. In addition, the façade and wall improvements have been addressed. The remaining open item is the air curtain heating unit. Once installed, a final project punch list will be developed.

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 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 and have been approved for bidding. A bid notice was forwarded to the Borough in late September with the document availability and bid opening dates as September 30, 2021 and October 28, 2021, respectively. We anticipate that this project construction will occur during 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. On September 17, 2021, the Borough, our office, and the contractor marked out the concrete improvements to be included within the project scope. Thereafter, the Notice to Proceed was issued on September 27, 2021 listing the 30-day construction schedule per the Construction Specifications. Construction is anticipated to be completed in late Fall 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. The project pre-construction meeting occurred on August 27, 2021. On September 17, 2021, the Borough, our office, and the contractor marked out the concrete improvements to be included within the project scope. Thereafter, the Notice to Proceed was issued on September 27, 2021 listing the 45-day construction schedule per the Construction Specifications. Construction is anticipated to be completed in late Fall 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.

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

Council President Bennin opened the floor for public comment. No one from the public wished to be heard. At the request of resident Hildegard Ampssler, Borough Clerk Dispoto read into the record a petition that was submitted for the reduction of the speed limit for Central Avenue and Passaic Street.

3 - CORRESPONDENCE AND REPORT OF BOROUGH CLERK

- a. **Bergen County Division of Community Development application period for annual funding** – Accepted without discussion.
- b. **NJDOT application period for Fiscal Year 2022 Local Freight Impact Fund** – Accepted without discussion.
- c. **Bergen County Department of Planning & Engineering regarding Speed Limit Evaluation & Safety Study – Central Avenue** – Borough Clerk Dispoto read for the public’s knowledge the denial letter from the County regarding the request to lower the speed limit on Central Avenue. Further discussion will be listed on the next agenda.
- d. **Request from Senior Citizens Club to utilize Pool Parking lot** – There were no objections from the Council, request approved.

4 – BOROUGH ADMINISTRATOR REPORT

Borough Administrator Puglisi reported on construction at Bergen Town Center and Paramus approving work to be conducted in the overnight hours, environmental testing in the Council Chambers, Borough items damaged during Hurricane Ida, Time Capsule, Food Truck Festival and PSE&G gas work being conducted as well as the placement of regulators and vents on West Pleasant Avenue.

5 – COUNCIL PRESIDENT’S REPORT

Council President Bennin reported progress.

6 - NEW BUSINESS

- a. **Resolutions for consideration**
 1. **Payment Voucher #6 & Final – 2020 Fall Road Improvement Program** – Resolution to be placed on the October 26, 2021 meeting agenda.
 2. **Request to purchase 2022 Ford F450 & Snow Plow** – Resolution to be placed on the October 26, 2021 meeting agenda.
- b. **Purchase utilizing DEA Funds to purchase steel plating for pistol range** – Due to safety issues and the limited time to lock in the price for the steel plating the request was made to pass the resolution authorizing the purchase immediately.

RESOLUTION #163-21

**RESOLUTION AUTHORIZING THE PAYMENT FOR THE PURCHASE AND INSTALLATION OF
ANGLED STEEL PLATES AT THE BOROUGH OF MAYWOOD POLICE SHOOTING RANGE
FROM MONIES AVAILABLE IN THE DEA FUND**

WHEREAS, there is a need to perform improvements at the Borough of Maywood Police Shooting Range, and

WHEREAS, the Chief of Police of the Borough of Maywood has identified Allied Steel of Newark, New Jersey to provide the necessary improvement with the purchase and installation of angled steel plates at the Maywood Police Shooting Range for the amount of \$5,959.73; and

WHEREAS, payment will be made from the DEA Fund that is composed of monies granted to the Borough of Maywood from forfeited/seized assets; and

WHEREAS, the Borough has appointed a Qualified Purchasing Agent in accordance with N.J.A.C. 5:34-5 et seq. and pursuant to N.J.S.A. 40A: 11-1 et. seq. the Borough may by resolution and without advertising for bids, purchase any goods or services if said contract is below the bid threshold and that any use of DEA funds exceeding \$1,000.00 requires the approval of the governing body;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Maywood authorizes the Borough Administrator to purchase and approve of the payment to Allied Steel of Newark, New Jersey pursuant the terms of this resolution, State contracting, and the October 4th, 2021 invoice of Allied Steel.

A motion was made by Councilman Roer and seconded by Councilman Herrick to adopt Resolution 163-21. Motion carried unanimously.

7 - OLD BUSINESS

1. **Purchase of Police Vehicle** – Discussion ensued regarding the Ford Hybrid Interceptor. After some discussion a resolution was presented to purchase a hybrid vehicle for the Police Department.

RESOLUTION # 164-21

**RESOLUTION AUTHORIZING PURCHASE OF ONE (1) HYBRID POLICE VEHICLE FOR THE
AMOUNT OF \$34,082.00 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, according to the U.S. Energy Information Administration, about 90% of the energy consumed in U.S. transportation comes from petroleum, with the transportation sector being the leading source of greenhouse gas emissions (GHGs) in the U.S., accounting for 29% of the nation's GHGs. Accordingly, the Borough of Maywood maintains a policy to diversify its petroleum using fleet so as to drive down petroleum use/emissions by encouraging the acquisition of electric and hybrid vehicles to its fleet; and

WHEREAS, the Borough of Maywood has the need to purchase a police vehicle, and in pursuance of the above stated policy, has identified a hybrid police vehicle, namely one (1) 2022 Police Hybrid Interceptor Utility, All Wheel Drive vehicle, utilizing State Contract 88728 with Winner Ford of Cherry Hill for the amount of \$34,082.00 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 Council of the Borough of Maywood authorizes the purchase of one (1) 2022 Police Hybrid Interceptor Utility, All Wheel Drive vehicle, utilizing State Contract 88728 with Winner Ford of Cherry Hill for the amount of \$34,082.00 pursuant to all the conditions of the individual State Contract, pursuant to their proposal for same and pursuant to the Borough's policy to drive down petroleum use/emissions by encouraging the acquisition of electric and hybrid; 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 Councilman Ullman and seconded by Councilman Roer to adopt Resolution #164-21. Motion carried unanimously.

2. **Draft Ordinance – Handbills & Circulars Prohibited** – After a review of the draft ordinance, the Borough Attorney was directed to edit the ordinance to add an exemption for political and religious groups. Ordinance to be listed for introduction on the October 26, 2021 agenda.

8 – MONTHLY REPORTS

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

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

John Brown, Stelling Avenue, spoke regarding the PSE&G gas line work.

Laura Ketchum, East Central Avenue, spoke regarding the request that was made to lower the speed limit. She further commended the Police and Fire Departments on a recent car fire.

Councilman Ullman discussed the lighting for the fields and Councilwoman DeMuro discussed Fire Grants.

10 – CLOSED SESSION

WHEREAS, the Open Public Meetings Act P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

Personnel
Possible Litigation

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public;

NOW THEREFORE BE IT RESOLVED, that the public be excluded from this meeting; and

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Maywood will return to open session after the closed session.

A motion was made by Councilwoman DeMuro and seconded by Councilwoman Flynn to go into closed session. Motion carried unanimously.

A motion was made by Councilman Herrick and seconded by Councilman Ullman to return to the public portion of the meeting. Motion carried unanimously.

Borough Clerk Dispoto stated the public portion resumed at 9:32p.m. and conducted a roll call. All members were present.

Borough Clerk Dispoto read the following resolution into the record.

RESOLUTION # 165-21
RESOLUTION APPOINTING MICHAEL JULIANO AS A PART TIME
ACCOUNTS PAYABLE CLERK IN THE BOROUGH OF MAYWOOD

WHEREAS, with the resignation of personnel, the Borough of Maywood has the need to hire a Part Time Accounts Payable Clerk; and

WHEREAS, the Borough of Maywood has determined that Michael J. Juliano possesses the necessary skills and experience to hold the position; and

WHEREAS, such position is not a part of or covered by any current collective bargaining agreement; and

WHEREAS, Michael J. Juliano's compensation shall be set at \$22.00 per hour up to a 29 ½ hour work week, and be subject to the laws/policies of the Borough of Maywood, the laws of the County of Bergen and the laws of the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, that Michael J. Juliano is appointed as the Borough of Maywood Part Time Accounts Payable Clerk in accordance with the laws/policies of the Borough of Maywood, the laws of the County of Bergen and the laws of the State of New Jersey.

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 Councilwoman Flynn and seconded by Councilwoman DeMuro to approve Resolution 165-21. Councilman Ullman voted nay with the remainder of the Councilmembers voting aye, Motion carried.

A motion was made by Councilwoman DeMuro and seconded by Councilwoman Flynn to adjourn. Motion carried unanimously and the meeting was adjourned at 9:35p.m.

Respectfully submitted;

Barbara Dispoto

Barbara L. Dispoto, RMC/CMC
Borough Clerk