

**BOROUGH OF MAYWOOD
WORK SESSION
January 5, 2021**

The meeting was called to order by Mayor Bolan at 8:39p.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 Herald News 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 December 28, 2020.

This meeting is being recorded by both audio and video.

ROLL CALL

Members of the Governing Body present: Mayor Bolan, Councilmembers DeMuro, Flynn, Herrick, Roer, Ullman and Bennin. Also present were Borough Attorney Brian E. Eyerman, Borough Administrator Donna Puglisi and Borough Clerk Barbara Dispoto.

1 – ENGINEER REPORT

- a. 2020 Year End Report
- b. Monthly Status Report – January 2021

1. MAYWOOD AVENUE STREETScape – PHASE II (NJDOT MUNICIPAL AID GRANT)

On February 04, 2020, the PSE&G streetscape lighting installation proceeded and was completed that same week. We issued an NJDOT Final Inspection Letter on March 03, 2020. On October 01, 2020, our office received the NJDOT Final Inspection Letter permitting the Borough to proceed with closeout. We issued the municipal closeout package to the Borough of October 26, 2020. Once our office is provided the final closeout documents from the Borough, we will prepare and submit the NJDOT closeout package to permit the Borough to receive its outstanding grant funds.

2. YEAR 2019 ROADWAY IMPROVEMENTS PROGRAM

The Borough proceeded with a Year 2019 Roadway Improvement Program which included the following roadways:

1. Park Avenue (from Elm Street to City of Hackensack Border)
2. Romaine Avenue (from Golf Avenue to terminus)
3. Edgewood Place (from South Elm Street to Golf Avenue)

4. Spring Valley Road (from Spring Valley Avenue to Borough of Paramus Border)
5. Spring Valley Avenue – One Lane (from Spring Valley Road to Lincoln Avenue plus 100 feet)

As requested and authorized by the Governing Body, we are secured and provided a change order budget for additional roadway paving on Hartwich Street from Golf Avenue to the roadway's terminus at the School. In late September 2020, the contractor completed the concrete improvements and removed the existing stairs leading to the School property. During the week of October 19, 2020, milling and paving was completed. Once the open punch list items are completed, the project will be closed out.

It shall be noted that the contractor has placed a cone in the area at which the stairs previously existed and provided caution tape to alert that the stairs do not exist. We would respectfully request that the Borough inform the School to install the section of fence to close this open area.

3. GOLF AVENUE FROM ROMAINE AVENUE TO EAST PASSAIC STREET (YEAR 2019 NJDOT MUNICIPAL AID GRANT FUNDED)

Minor punch list items such as final greenbelt restoration were inspected in late May 2020 and appeared to be acceptable. Therefore on May 22, 2020, our office issued an NJDOT construction inspection letter. After the final inspection letter is received from the NJDOT, our office would proceed with municipal and NJDOT closeout. This would permit the Borough to receive the remainder of its outstanding NJDOT Municipal Aid Grant funds. It should be noted that NJDOT Final Inspections have been delayed due to the current COVID pandemic.

On September 25, 2020, our office received the NJDOT Final Construction Inspection Letter. We prepared and issued the municipal closeout package to the Borough on October 5, 2020 for action by the Governing Body. Once municipal closeout occurs, we would proceed with the NJDOT closeout package to permit the Borough to receive the reminder of its outstanding NJDOT Municipal Aid Grant funds.

4. NJDOT MUNICIPAL AID GRANT (PALMER AVENUE AND PALMER AVENUE BUS STOP SIGNAGE)

The project was awarded at the July 28, 2020 Mayor and Council meeting. The project preconstruction meeting occurred on August 19, 2020. Construction activities which included concrete improvements proceeded on August 24, 2020. During mid-October 2020, the project construction was substantially completed other than the bus stop crossing signage. The signage was delivered and installed the week of November 09, 2020.

At this time, open punch list items including the signage calibration remain. Once completed, our office will submit an NJDOT Construction Completion / Final Inspection letter request. After the NJDOT Letter is received, our office will proceed with municipal and NJDOT Closeout packages.

5. YEAR 2020 SPRING ROADWAY IMPROVEMENTS PROGRAM

We understand that the Borough wishes to proceed with the Year 2020 Spring Roadway Improvement Program which is to include the following roadways:

1. Palmer Avenue (from West Passaic Street to West Pleasant Avenue)
2. Palmer Avenue (from Prospect Avenue to Stone Street)
3. Palmer Avenue (from Stone Street to West Passaic Street)
4. Poplar Avenue (from West Passaic Street to Lenox Avenue)
5. Oak Avenue (from West Passaic Street to West Pleasant Avenue)

The Borough awarded the project at the June 23, 2020 Mayor and Council Meeting. The project pre-construction meeting occurred on July 22, 2020. Construction activities which included concrete improvements proceeded on August 10, 2020. It shall be noted Alternate Bid A was a quantity bid. As directed by the Borough, Wilhelm Street (milling and paving) and Thoma Avenue (sidewalk improvements) will be addressed with this quantity bid.

In mid-September 2020, milling and paving occurred. The only remaining open item was three street trees on Poplar Avenue (two at the intersection of Lenox Avenue and one near intersection of Thomas Avenue). The three trees selected were Japanese Lilac trees which are listed within the Borough's Forestry Report as preferred street trees. They were planted on November 14, 2020.

At this time, we are securing a quote from the contractor to mill and pave the Borough Hall Parking Lot. We will get a budget for the main parking lot and the firehouse parking lot. If the budgets are deemed acceptable to the Governing Body, we would have this performed during Spring 2021. If not, we would submit project closeout documents to the Borough.

6. NJDEP MUNICIPAL STORMWATER MANAGEMENT PROJECT – NEW STORMWATER CONTROL ORDINANCE & PRIVATE STORM DRAIN RETROFITTING ORDINANCE

On March 02, 2020, the NJDEP adopted amendment to their Stormwater Management Rules (N.J.A.C. 7:8). Revisions to the rules include the following requirements:

1. Addressing groundwater recharge standards with the use of green infrastructure
2. Addressing stormwater quantity standards with the use of green infrastructure
3. Addressing stormwater quality standards with the use of green infrastructure
4. Re-defining Major Development
5. Addressing Total Suspended Solids Removal from automotive vehicle travel areas
6. Addressing Minor Revisions to NJDEP Freshwater Wetlands Act
7. Addressing Minor Revisions to NJDEP Flood Hazard Control Act

As part of this process, the Borough will be required to adopt a new Stormwater Control Ordinance to implement these changes. The ordinance needs to be adopted and effective by March 03, 2021. On March 09, 2020, our office forwarded a model Stormwater Control Ordinance in both PDF and WORD for review and use by the Borough. There are sections in parentheses that would need to be completed by the Borough and its Attorney (i.e. Ordinance Number, Borough of Maywood, etc.).

7. YEAR 2020 FALL ROADWAY IMPROVEMENTS PROGRAM

We understand that the Borough wishes to proceed with the Year 2020 Spring Roadway Improvement Program which is to include the following roadways:

1. Locust Drive from Walnut Road to Upper Cul-de-Sac
2. Locust Drive from Upper Cul-de-Sac toward Rutherford Avenue
3. West Pleasant Avenue, south side from Lincoln Avenue to Spring Valley Road
4. West Pleasant Avenue, north side from Lincoln Avenue to Spring Valley Road
5. Park Avenue from Elm Street to Maywood Avenue

On October 01, 2020, the bid opening occurred. The lowest of seven bids submitted was from AJM Contractors, Inc., 300 Kuller Road, Clifton, New Jersey 07011. The bid submitted by AJM Contractors was in the amount of \$422,355.00 for the Base Bid (Roadway Improvements Listed Above) and Alternate Bid A (Additional Concrete Improvements). The bid was awarded at the October 08, 2020 Special Mayor and Council Meeting. Contracts were forwarded to the contractor shortly thereafter.

The preconstruction meeting for the project was held on October 23, 2020. During the preconstruction meeting, PSE&G informed that they intend to perform gas main reconstruction on West Pleasant Avenue. We understand that these construction activities are to occur during Winter 2020 / 2021. For this reason, the contractor will proceed with concrete improvements (sidewalk, curbing, aprons) during November 2020, but will mill and pave during Spring 2021.

During the week of November 16, 2020, the contractor proceeded with concrete improvements and tree removal on Park Avenue in the vicinity of Borough Hall. Concrete improvement construction is ongoing at this time and is anticipated to continue pending weather conditions. Roadway milling and paving is to occur during Spring 2021.

8. GIS SERVICES – ADDITIONAL INFORMATIONAL LAYER (STREET TREES AND STORMWATER STRUCTURES)

As requested by the Borough, our office has supplied two proposals for review and consideration by the Governing Body for GIS Services. The proposals were to create a GIS layer for the existing storm inlets and manholes (approximately 650 structures) and street trees located within the Borough's rights-of-way for its approximately 29 miles of roadway. The proposals for the stormwater structures and street trees were issued for review and consideration by the Mayor and Council on August 13, 2020 and September 15, 2020, respectively.

9. BERGEN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT – CALL FOR YEAR 2021-2022 PROJECTS

Our office has been informed by Bergen County Community Development that the Year 2021-2022 Call for Projects was open on Friday, October 30, 2020. The applications are due on January 29, 2021. Per the direction of the Borough, our office will prepare the grant submission package for this year's grant submission.

We understand that the Borough would like to submit a grant application package for roadway improvements on East Pleasant Avenue from Elm Street to the Borough of Maywood / City of Hackensack municipal boundary. Our office submitted an endorsing resolution to the Borough for this grant submission on December 01, 2020 which was adopted by the Governing Body at

the December 22, 2020 Mayor and Council meeting. At this time, we are preparing the grant submission package.

10. MAYWOOD SENIOR CENTER - ADA SLIDING DOORS, STORAGE CLOSETS, AND VESTIBULE IMPROVEMENTS (BERGEN COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT FUNDED)

Neglia Engineering Associates understands that the Borough has received a Bergen County Community Development Block Grant in the amount of \$28,288.00 for the ADA sliding door improvements. Additional municipal funding would be required to open the vestibule's back wall to the facility and construct two additional storage closets (one to left, one to right where existing vestibule doors are located).

At this time, our office and our architectural sub-consultant have proceeded with the project's schematic design. During January 2021, our office will provide these drawings for review and comment by the Borough prior to finalizing the construction documents. We anticipate bidding the project during late Winter 2021.

11. NJDOT MUNICIPAL AID GRANT (WYOMING AVENUE FROM WEST PLEASANT AVENUE TO TERMINUS AT MEMORIAL PARK)

Per an NJDOT Letter, dated November 2020, our office understands that the Borough has received an NJDOT Municipal Aid Grant in the amount of \$229,000 to construction roadway improvements on Wyoming Avenue from West Pleasant Avenue to Memorial Park. On December 01, 2020, we prepared and issued a proposal for surveying, engineering, and construction management services for this project. The preliminary engineer's estimate is in excess of the grant award amount. Therefore, the Borough will be required to contribute capital funding to this roadway project.

- c. Maywood Senior Center Main Entrance & Vestibule Alteration Plans – DPW Superintendent Neumann has some inquiries regarding the plans. Mr. Neumann, Ms. Puglisi and the Borough Engineer will meet to discuss thoughts and concerns.

2 - CORRESPONDENCE AND REPORT OF BOROUGH CLERK

- a. **Email regarding the enforcement of commercial vehicle parking** – Mrs. Dispoto discussed forwarding the email which was also expressed by the concerned individual during the public portion of the Re-Organization meeting.

3 - NEW BUSINESS

a. Resolutions for consideration

- 1. **Resolution for the application for Technical Assistance Program – Sustainable Jersey** – Councilwoman Flynn discussed the opportunity available through Sustainable Jersey. Borough Clerk Dispoto stated the deadline to submit the application and resolution is the following week leaving no time to wait until the next meeting to pass the resolution. It was decided that Borough Clerk Dispoto would read the resolution into the record and accept motions on the passing of the resolution. Borough Clerk read the following into the record:

RESOLUTION #42-21
RESOLUTION OF SUPPORT FROM LOCAL GOVERNING BODY AUTHORIZING
THE SUSTAINABLE JERSEY ENERGY TECHNICAL ASSISTANCE APPLICATION

WHEREAS, a sustainable community seeks to optimize quality of life for its residents by ensuring that its environmental, economic and social objectives are balanced and mutually supportive; and

WHEREAS, the Borough of Maywood strives to save tax dollars, assure clean land, air and water, improve working and living environments; and

WHEREAS, the Borough of Maywood is participating in the Sustainable Jersey Program; and

WHEREAS, one of the purposes of the Sustainable Jersey Program is to provide resources to municipalities to make progress on sustainable issues, and they have created an Energy Technical Assistance program;

THEREFORE BE IT RESOLVED, the Mayor and Council of the Borough of Maywood has determined that the Borough of Maywood should apply for the aforementioned Energy Technical Assistance program. The technical assistance will be utilized to provide guidance and support to complete five Sustainable Jersey energy action items (Energy Tracking & Management, Energy Efficiency for Municipal Facilities, Residential Energy Efficiency Outreach, Fleet Inventory and Make Your Town Electric Vehicle Friendly) and pursue additional NJCEP and utility funding incentive opportunities; and

BE IT FURTHER RESOLVED, that Borough of Maywood will commit to providing staff support for the duration of the Energy Technical Assistance project, including access to data for energy projects such as utility billing data; and

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Maywood, State of New Jersey, authorize the submission of the aforementioned application to Sustainable Jersey for Energy Technical Assistance.

Motion made by Councilwoman Flynn seconded by Council President Bennin. Motion carried unanimously.

- b. Bidding for Roof replacement at the DPW facility** – Discussion ensued as to a pre-award meeting which would include Mayor Bolan, Superintendent Neumann, Borough Administrator Puglisi, Borough Engineer and the Borough Attorney. Mayor Bolan requested Ms. Puglisi to schedule the meeting.

4 - OLD BUSINESS - None

5 – MONTHLY REPORTS - None

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

No one wished to be heard.

7 - ADJOURNMENT

A motion was made by Councilwoman DeMuro and seconded by Councilwoman Flynn to adjourn. Motion carried unanimously and the meeting was adjourned at 9:11p.m.

Respectfully submitted;

Barbara L. Dispoto

Barbara L. Dispoto, RMC
Borough Clerk