

BOROUGH OF MAYWOOD
WORK SESSION
July 7, 2021
7:30p.m.

The meeting was called to order by Mayor Richard Bolan at 7:30p.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 June 24, 2021.

This meeting is being recorded by both audio and video.

ROLL CALL

Members of the Governing Body present: Mayor Bolan, Councilmembers DeMuro, Flynn, Herrick, Ullman and Bennin. Councilman Roer arrived at 7:33p.m. Also present were Borough Attorney Eyerman, Borough Administrator Puglisi and Borough Clerk Dispoto.

Mayor Bolan discussed possibly using the Senior Center for a cooling station during power outages if the generator is a full capacity generator at the location.

Mayor Bolan and Chief Kenny discussed the safety concerns of the pool parking lot being used as a cut through for Route 17. Upon the request of Councilman Ullman, Mayor Bolan opened to floor for public comment regarding the topic.

Justin Malone, Lenox Avenue, discussed his thoughts and asked for a better solution than to close the parking lot.

No one from the public wished to be heard.

Members of the Council further spoke on the topic of the pool parking lot being used as a cut through. One item being about speed bumps being installed. The Borough Engineer then offered his opinion regarding that suggestion.

1 – DISCUSSION WITH CFO CHARLES CUCCIA REGARDING THE 2021 AMENDED MUNICIPAL BUDGET – CFO Charles Cuccia presented the amended Municipal Budget and announced there will be a zero-rate increase for 2021. Mr. Cuccia discussed the changes within the amendment and the process for the adoption at the July 27, 2021 Council Meeting. Councilman Roer discussed the process taken by the Finance Committee and the Council.

RESOLUTION #130-21
BOROUGH OF MAYWOOD

RESOLUTION TO AMEND BUDGET

WHEREAS, the local municipal budget for the year 2021 was approved on April 13, 2021 ; and,

WHEREAS, the public hearing on said budget has been held as advertised, and

WHEREAS, it is desired to amend said approved budget,

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Maywood, Bergen County, that the following amendments to the approved budget of 2021 be made:

Motion was made by Council President Bennin and seconded by Councilwoman DeMuro

RECORDED VOTE (Insert Last Names)		(DeMuro (Flynn (Herrick (Roer (Ullman (Bennin	() () () () () ()
	AYES	NAYS	ABSTAIN

CURRENT FUND BUDGET	From	To
ANTICIPATED REVENUES		
3. Miscellaneous Revenues - Section G: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Other Special Items		
Payments in Lieu of Taxes - Senior Citizens	130,000.00	225,000.00
Cable Television Franchise Fees	225,000.00	124,000.00
American Rescue Plan	0.00	503,141.74
Total Section G: Special Items of General Revenue Anticipated with Prior Written Consent of Director of Local Government Services - Other Special Items	782,837.00	1,279,978.74
TOTAL MISCELLANEOUS REVENUES	2,916,739.59	3,413,881.33
5. SUBTOTAL GENERAL REVENUES (Items 1, 2, 3 and 4)	5,786,739.59	6,283,881.33
6. Amount to be Raised by Taxes for Support of Municipal Budget:		
(A) Local Tax for Municipal Purpose Including Res. for Uncollected Taxes	12,415,583.74	12,172,442.00
TOTAL AMOUNT TO BE RAISED BY TAXES FOR SUPPORT OF MUNICIPAL BUDGET	12,902,590.74	12,659,449.00
7. TOTAL GENERAL REVENUES (Items 5 and 6)	18,689,330.33	18,943,330.33
APPROPRIATIONS		
	From	To
8. (A) Operations Within "CAPS"		
General Government		
Administrative and Executive		
Salaries and Wages - Administrator's Office	240,000.00	250,000.00
Collection of Taxes		
Salaries and Wages	120,000.00	170,000.00
Shade Tree		
Other Expenses	0.00	41,500.00
Public Buildings and Grounds		
Other Expenses	305,900.00	272,400.00
TOTAL OPERATIONS (Item 8(A) Within "CAPS")	11,792,380.00	11,860,380.00
TOTAL OPERATIONS INCLUDING CONTINGENT WITHIN "CAPS"	11,792,380.00	11,860,380.00
Detail:		
Salaries and Wages	5,992,400.00	6,052,400.00
Other Expenses (Including Contingent)	5,799,980.00	5,807,980.00
(H-1) TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES WITHIN "CAPS"	13,599,984.74	13,667,984.74
8. (A) Operations - Excluded from "CAPS"		
Reserve for Tax Appeals	0.00	186,000.00
Total Other Operations Excluded from "CAPS"	2,052,007.00	2,238,007.00
TOTAL OPERATIONS - EXCLUDED FROM "CAPS"	2,695,845.59	2,881,845.59
Detail:		
Other Expenses	2,695,845.59	2,881,845.59
(H-2) TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES EXCLUDED FROM "CAPS"	4,339,345.59	4,525,345.59
(O) TOTAL GENERAL APPROPRIATIONS - EXCLUDED FROM "CAPS"	4,339,345.59	4,525,345.59
(L) SUBTOTAL GENERAL APPROPRIATIONS (Items (H-1) and (O))	17,939,330.33	18,193,330.33
9. TOTAL GENERAL APPROPRIATIONS	18,689,330.33	18,943,330.33

A motion was made by Council President Bennin for Resolution #130-21 and seconded by Councilwoman DeMuro. Motion carried unanimously.

BE IT RESOLVED, that a certified copy of this resolution be filed forthwith in the Office of the Director of Local Government Services for their certification of the 2021 Local Municipal Budget so amended; and

BE IT FURTHER RESOLVED, that this complete amendment, in accordance with the provisions of NJSA 40A:4-9, be published in Our Town, in the issue of July 15, 2021, and that said publication contain notification of public hearing on said amendment to be held via the ZOOM meeting platform on July 27, 2021 at 6:30 p.m.

It is hereby certified that the Amended Budget hereto and hereby made a part hereof is a true copy of the Amended Budget approved by resolution of the Governing Body on the 7th day of July, 2021.


Barbara L. Dispoto, RMC
Borough Clerk

2 – DISCUSSION WITH CFO CHARLES CUCCIA REGARDING GENERAL BANKING SERVICES

RFPS – CFO Charles Cuccia discussed the RFPs and the evaluation process and the decision to continue with TD as the Borough’s lead bank and Provident as the secondary bank.

Mayor Bolan recognized Mr. Brown, Stelling Avenue, and opened the floor for comment from Mr. Brown. He inquired of Mr. Cuccia regarding the CARES Act and confirmed the appropriations in the budget. Mr. Brown also inquired about the franchise fees in the budget.

3 – ENGINEER REPORT

Borough Clerk read into the record an email from Hildegard Ampssler in response to seeing the South Elm Street Improvement Project. Borough Engineer stated the curbing questioned will be addressed.

a. July 2021 Monthly Status Report

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

All punch list items were addressed in early January 2021. On January 18, 2021, our office issued the NJDOT Construction Completion / Final Inspection letter request with a response letter received on April 05, 2021. No remedial action was required by the NJDOT.

Our office prepared and submitted the municipal project closeout documents. The project was closed out by the Borough in late May 2021. We have proceeded with the NJDOT Closeout package. After the Borough has supplied the necessary financial documents, we will submit the package to permit the Borough to receive its outstanding grant funds.

2. 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 is to proceed on June 17, 2021 pending weather conditions.

Since the contractor for this project had better availability, the Borough Hall parking lot concrete improvements were addressed by this contractor during the week of April 26, 2021. This included the construction of a conduit sweeper for a future, potential EV charging station within the parking lot. A change order for these concrete improvements will be included within this project contract instead of the Year 2020 Spring Roadway Improvement Program. The Year 2020 Spring Roadway Improvement Program will only address the milling, paving, and striping of the Borough Hall parking lots.

3. 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 is schedule for July 09, 2021. The project will be completed during Summer 2021.

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.

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

On December 01, 2020, we issued a proposal for surveying, engineering, and construction management services for this project. Since this project will be surveyed and designed at the same time as the Year 2021 Roadway Improvements Program project, a new proposal was issued on June 30, 2021 which includes both projects. This new proposal supersedes the aforementioned December 01, 2020 proposal.

It should be noted that the preliminary engineer's estimate is more than the grant award amount. Therefore, the Borough will be required to contribute capital funding for this project.

5. YEAR 2021 ROADWAY IMPROVEMENTS PROGRAM

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

On June 30, 2021, we issued a proposal for surveying, engineering, and construction management services for this project. This proposal's scope includes both Wyoming Avenue (Item 4 – above) and the Year 2021 Roadway Improvements Program.

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

The bid opening occurred on June 17, 2021. Our office issued a recommendation package to the Borough and Borough Attorney for review and potential approval / award on June 21, 2021. We anticipate a Summer 2021 construction schedule.

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.

7. BOROUGH LIBRARY AND SPENCER JOSEPH WAY PARKING LOT IMPROVEMENTS

Our office was authorized to proceed with the project in late March 2021. On April 29, 2021, the Resolution to Advertise was forwarded to the Borough for consideration by the Mayor and Council. A bid notice was forwarded to the Borough on May 14, 2021 with the document availability and bid opening dates as May 27, 2021 and June 17, 2021, respectively.

The bid opening occurred on June 17, 2021. Our office issued a recommendation package to the Borough and Borough Attorney for review and potential approval / award on June 21, 2021. We anticipate a Summer 2021 construction schedule.

8. BOROUGH DPW BUILDING – FLOOR DRAIN SYSTEM

On March 15, 2021, our office inspected the floor drains and storm system with Montana Construction and the DPW Superintendent to review the potential to clean and televise the existing

floor drain system. A daily quote from Montana Construction was provided to the Borough on March 16, 2021 It was in the amount of \$4,720 per day plus \$250 per 1,000 gallons of material to be disposed. Per the visual surface inspection, the contractor believes that the work could be completed in approximately two days, but it shall be noted that this is only an estimate. They are not aware of how clogged / blocked the existing system is which could increase the number of days.

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. Per discussions with the Borough DPW Superintendent, we understand that the Borough DPW intends to perform this work within the next few weeks. Once completed, Montana would proceed with the remainder of its services.

9. YEAR 2022 NJDOT MUNICIPAL AID GRANT – CALL FOR PROJECTS

On April 26, 2021, the NJDOT issued a call for Year 2022 NJDOT Municipal Aid Grant submissions for roadway improvement projects. We understand that the Borough would like to submit an application package Briarcliff

Avenue. Our office submitted the complete application package on June 29, 2021 which was prior to the submission deadline of July 01, 2021.

- b. Proposal for Surveying, Engineering & Construction Management – 2021 Roadway Imp. Prog. –** A resolution will be placed on the July 27, 2021 Meeting agenda.
- c. Recommendation Package – Library & Spencer Joseph Way Parking Lot Improvements –** A resolution will be placed on the July 27, 2021 Meeting agenda.
- d. Recommendation Package – South Elm Street Improvements (CDBG Funded) –** A resolution will be placed on the July 27, 2021 Meeting agenda.
- e. Payment Voucher #4 – 2020 Fall Road Improvement Program –** A resolution will be placed on the July 27, 2021 Meeting agenda.

4 - CORRESPONDENCE AND REPORT OF BOROUGH CLERK

Borough Clerk Dispoto touched on the need to do the bonding for the 2021 Roadway Improvements and the extra 20 days needed after the publication before spending is permitted.

5 – BOROUGH ADMINISTRATOR REPORT

Borough Administrator Puglisi discussed an upcoming bond note sale in September, the resignation of the Accounts Payable Clerk and discussion of leaf bag distribution. Discussion ensued regarding leaf bags and it was the decision of the Council to no longer provide free leaf bags once the inventory has been exhausted. The Borough Administrator discussed Public Works clearing privately owned trees that fall into the roadway and suggested creating a policy adopted by ordinance where the Borough can recoup funds from residents' homeowners insurance. The Administrator also discussed tree stump removal, PSEG project on West Pleasant, cost of cyber threat protection, Rochelle Park Fuel station improvements and the grant awards for body cameras and the CARES Act.

6 – MAYOR'S REPORT

Mayor Bolan reported progress.

7 - NEW BUSINESS

a. Resolutions for consideration

- 1. Appointment of Municipal Representatives to Bergen County Community Development –** A resolution will be placed on the July 27, 2021 Council Meeting agenda.
 - 2. Requests from the Fire Chief moving two Jr. Firefighters to probationary status & one Firefighter from probationary to full member status –** Resolutions will be placed on the July 27, 2021 Council Meeting agenda.
 - 3. Meeting Length & Public Portion –** Mayor & Council Meetings will have a new start time of 6:30p.m. and an additional public comment portion will be earlier in the agenda. Mayor Bolan also discussed considering doing both virtual and in-person in the future. The Borough Attorney will research as to the legality of continuing virtual meetings and further discussion will be listed at a future meeting.
 - 4. Outdoor Dining –** Mayor Bolan discussed extending the outdoor dining which included the process for those with liquor licenses. Further discussion to be held at a future meeting.
- b. Eagle Scout project –** Councilwoman Flynn discussed a proposed project. The process needed was stated by the Mayor and Borough Attorney and confirmed the approval of the Mayor and Council would also be needed.

8 - OLD BUSINESS

1. **Discussion of Borough Laptops** – Council President Bennin discussed moving forward with the HP laptops. Laptops will be funded by a technology bond that is in place. The Council approved the Administrator to purchase the laptops with a confirming resolution being placed on the next meeting agenda.
2. **Letter to Planning Board requesting Zoning Ordinance Review** – No update available from the Planning Board.
3. **Discussion of pulled resolutions 121-21, 122-21 & 125-21** – Resolution 122-21 was pulled from discussion at this time. The Council discussed Resolution 121-21 which pertains to a professional development policy. After some discussion regarding setting caps, salary increases, effective dates and continuing education units. The Council discussed Resolution 125-21 regarding an employee complaint form. Council President Bennin discussed the updating of the Borough's personnel policy. Discussion ensued as to items listed in the municipal code compared to the pulled resolution, Council involvement, appeal process as well as other items. Both items discussed were sent back to the Personnel Committee for further action.

9 – MONTHLY REPORTS

- a. **Building Department Report – June 2021** – Accepted without discussion.
- b. **Police Department Report – June 2021** – Accepted without discussion.
- c. **Finance Report – June 2021** – Accepted without discussion.
- d. **DPW Report – June 2021** – Accepted without discussion.

Borough Clerk Dispoto pulled the Fire Prevention Report from the agenda, all other reports were accepted without discussion.

10 – RESOLUTIONS BY TITLE

RESOLUTION # 131-21 **RESOLUTION CONFIRMING THE APPOINTMENT OF** **PER-DIEM TELECOMMUNICATORS** **IN THE BOROUGH OF MAYWOOD**

WHEREAS, there exists a need to have additional per diem tele-communicators to serve within the Borough of Maywood Police Department; and

WHEREAS, upon the advice and recommendation of Chief of Police Terence R. Kenny, the Mayor and Council of the Borough of Maywood wish to appoint Steven Galesi and Andrew Lerner as tele-communicators at a rate of \$15.00 per hour per the salary ordinance with an effective date of June 22, 2021;

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 Steven Galesi and Andrew Lerner as tele-communicators with the Borough of Maywood Police Department pursuant to the terms contained herein; 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.

RESOLUTION # 132-21
RESOLUTION TO APPOINT THEATER EMPLOYEE

WHEREAS, the Borough of Maywood wishes to appoint employees for the Theater Program for 2021; and

WHEREAS, the following name has been submitted for consideration for appointment to said program;

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Borough of Maywood hereby approve the appointment of the individual listed below.

<u>Name</u>	<u>Club</u>	<u>Compensation</u>
Gracey Westlake	Summer Theater	\$12.00 hourly

A motion was made by Councilwoman DeMuro and seconded by Council President Bennin to approve Resolutions 131-21 & 132-21. Motion carried unanimously.

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

John Brown, Stelling Avenue, inquired about the Paramus shared service agreement for yard waste and the cannabis ordinance that was introduced at the June 22, 2021 Council Meeting.

12 – 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:

May 11, 2021 Closed Session Minutes
PBA Negotiations

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 Flynn and seconded by Councilwoman DeMuro to go into closed session. Motion carried unanimously.

A motion was made by Councilwoman DeMuro and seconded by Councilwoman DeMuro to return to a public portion. Motion carried unanimously.

The public portion resumed at 10:29p.m. and all members of the Council and Borough professionals were present.

Discussion of Resolution 122-21 was held over to the next meeting.

A motion was made by Councilwoman DeMuro and seconded by Councilwoman Flynn to adjourn. Motion carried unanimously and the meeting was adjourned at 10:33p.m.

Respectfully submitted;

Barbara Dispoto

Barbara L. Dispoto, RMC
Borough Clerk