

**BOROUGH OF MAYWOOD
WORK SESSION
August 11, 2020
7:30pm**

Mayor Bolan called to order the July 14, 2020 Electronic Work Session at 7:31 p.m. Mayor Bolan discussed the holding of the meeting by the electronic meeting platform ZOOM to abide by the Executive Orders and social distancing requirements during the COVID-19 pandemic.

SALUTE TO THE FLAG & MOMENT OF SILENCE

STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

Whereas on January 3, 2020, adequate notice of this meeting pursuant to the Open Public Meetings Act had been furnished by inclusion thereof in the Annual Schedule of Meetings for 2020 which had been posted on the bulletin board at Borough Hall, filed with the Borough Clerk, published in the Our Town, Herald News, and The Record newspapers and distributed to all persons, if any, requesting copies of same pursuant to said Act." And whereas on August 5, 2020, adequate notice of this meeting being conducted via the "Zoom" online meeting platform in lieu of its in-person Council Meeting which was previously advertised in the Council Conference Room in Borough Hall was posted at the entrance to Borough Hall, filed with the Borough Clerk, as well forwarded to The Record, Herald News and Our Town for publication as well as posted on the Borough website and distributed to all persons, if any, requesting copies of same pursuant to the Open Public Meetings Act.

This meeting is being recorded by both audio and video and may be rebroadcasted.

ROLL CALL

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

ENGINEER REPORT

a. Monthly Report – August 2020

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

At this time, we have issued an NJDOT Final Inspection Letter on March 03, 2020 but have not received a response due to the current COVID-19 pandemic. Once the NJDOT has completed their final inspection and issue a review letter, our office would proceed with the municipal and NJDOT closeout packages.

2. YEAR 2019 ROADWAY IMPROVEMENTS PROGRAM

The contractor proceeded with concrete improvements on Romaine Avenue, Edgewood Place, and Park Avenue in mid-October 2019. Milling and paving occurred in early November 2019 with roadway striping occurring shortly thereafter. Minor punch list items were inspected in late May 2020 and appear to be acceptable. Therefore, we will proceed with project closeout.

As requested by the Borough, we are securing a change order budget for additional roadway paving. Once the budget is secured from the contractor, we will provide it to the Borough for review and consideration. If authorized by the Borough, the additional paving would occur during Summer 2020. Should the Borough not wish to proceed with the additional paving, our office would proceed with project closeout.

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.

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

Our office was authorized at the February 25, 2020 Mayor and Council meeting to proceed with the project. We completed and submitted the construction drawings and specifications to the NJDOT on April 07, 2020. With the thirty-day NJDOT pre-bid review approval process, the bid notice listed the document availability and bid opening dates to be May 15, 2020 and June 11, 2020, respectively. We anticipate that construction activities will proceed in Summer 2020.

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:

Palmer Avenue (from West Passaic Street to West Pleasant Avenue)

Palmer Avenue (from Prospect Avenue to Stone Street)

Palmer Avenue (from Stone Street to West Passaic Street)

Poplar Avenue (from West Passaic Street to Lenox Avenue)

Oak Avenue (from West Passaic Street to West Pleasant Avenue)

The bid opening was held of May 14, 2020. Our office issued a recommendation package to the Borough on May 15, 2020 for review and consideration.

At this time, project contracts were signed by the contractor and returned to the Borough for signature by Mayor Bolan. Once the Borough has signed the contract, our office will schedule the pre-construction meeting. We anticipate that construction activities will proceed in Summer 2020.

6. NJDEP MUNICIPAL STORMWATER MANAGEMENT PROGRAM – MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) – GIS OUTFALL PIPE MAPPING

Our office was authorized at the January 28, 2020 Mayor and Council meeting to prepare this GIS tracking system. On May 01, 2020, our office submitted our GIS system in both PDF and GIS format for review and comment by the Borough. We were informed by the Borough that the map was acceptable. Therefore, our office issued the final product to the NJDEP on June 3, 2020 to satisfy this requirement.

7. 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:

Addressing groundwater recharge standards with the use of green infrastructure

Addressing stormwater quantity standards with the use of green infrastructure

Addressing stormwater quality standards with the use of green infrastructure

Re-defining Major Development

Addressing Total Suspended Solids Removal from automotive vehicle travel areas

Addressing Minor Revisions to NJDEP Freshwater Wetlands Act

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 3, 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.).

8. YEAR 2021 NJDOT MUNICIPAL AID GRANT – CALL FOR PROJECTS

The NJDOT issued a call for Year 2021 NJDOT Municipal Aid Grant submissions for roadway improvement projects. We understand that the Borough would like to submit an application package. This application's submission deadline is July 01, 2020. Per the Borough's direction, we understand that the Borough would like to submit an application package for Wyoming Avenue from West Pleasant Avenue to its terminus at Memorial Park. Our office submitted the grant package to the NJDOT on June 29, 2020.

9. NJDEP MUNICIPAL STORMWATER MANAGEMENT PROJECT – MUNICIPAL STORMWATER MANAGEMENT PLAN (MSMP) & STORMWATER POLLUTION PREVENTION PLAN (SPPP)

Neglia Engineering Associates understands that the Borough has proceeded and has / will adopt a Master Plan Re-Examination Report and / or a new Master Plan Housing Element to address the State's Affordable Housing Requirements. The NJDEP Municipal Stormwater Management Program requires that each municipality's Municipal Stormwater Management Plan and Stormwater Pollution Prevention Plan be reviewed and updated when these Master Plan-related documents are revised by a municipality.

On May 26, 2020, our office was authorized by the Borough to prepare these said documents. At this time, we have proceeded with the preparation of these documents. We anticipate issuing the MSMP and SPPP to the Borough during July/August 2020.

CORRESPONDENCE AND REPORT OF BOROUGH CLERK

- a. Resident emails regarding road resurfacing – Roadways mentioned in the emails are currently listed on upcoming road programs.
- b. Letter from PIA regarding 2019 Silver Safety Award – Accepted without discussion.
- c. Email resignation from Chudamani Gundumalla as a trustee of the Library Board – Accepted without discussion.
- d. Email resignation from Alexis Borace as the Accounts Payable Clerk – Accepted without discussion.

BOROUGH ADMINISTRATOR REPORT

Borough Administrator discussed the meetings that she held with Borough employees on his first day. She discussed the upcoming Drive In Movie which was sold out in three days. She further discussed the upcoming fall food truck festival, HVAC maintenance, 94% of taxes have been paid, DEA funds being put into an interest bearing account, GPS systems in police vehicles, hiring of a part time bus driver and a buy back policy of paid time. Ms. Puglisi requested to change the Tree lighting ceremony to a Saturday.

MAYOR'S REPORT

Mayor Bolan discussed two young ladies who voiced their opinion on the tree in front of their house being removed due to the current road program. He expressed his regret that there was no other option to be taken regarding the removal of the trees. Mayor Bolan announced the Municipal Building will be opened to the public the following Monday as well as the Senior/Recreation Center.

NEW BUSINESS

- a. **Resolutions for consideration**
 1. **Appointing Donna Puglisi to various positions held by the former Administrator** – A resolution will be placed on the August 25, 2020 Meeting agenda.
 2. **Request by Chief McManus to appoint George Held III to Undine Engine Company #1**– A resolution will be placed on the August 25, 2020 Meeting agenda.

3. **Extend Shared Services for Health Services for 1 year at a 0% increase** – A resolution will be placed on the August 25, 2020 Meeting agenda.
4. **Resolution authorizing the re-imburement agreement for the Bergen County Cares Act** – A resolution will be placed on the August 25, 2020 Meeting agenda.
5. **Request from Chief Kenny to hire a per-diem Police Telecommunicator** – A resolution will be placed on the August 25, 2020 Meeting agenda.
6. **Discussion of Borough Hall HVAC System** – Discussion ensued as to the cleaning of the ducts and changing of the filters. Administrator Puglisi will move forward and if resolutions are needed the information will be forwarded to the Council for approval.
7. **Request for purchase/installation of equipment for Police vehicles** – A resolution will be placed on the August 25, 2020 Meeting agenda.
8. **Resolution urging State Government to choose financial solutions without imposing a state property tax** – A resolution will be placed on the August 25, 2020 Meeting agenda.

b. **Ordinances for consideration**

1. **Sign Ordinance** – The adoption of the ordinance will be listed on the August 25, 2020 Meeting agenda.
- c. **Discussion of separation of Municipal Financial Accounts** – DEA Forfeiture funds put into interest bearing account – Borough Administrator Puglisi discussed investigating the possibility of separating the accounts and having DEA forfeiture funds placed in an interest bearing account.
- d. **Discussion of Fire Department Clothing Allowance** – Discussion of the process of the issuance of clothing allowance ensued. Borough Administrator Puglisi was asked to reach out to see what other municipalities are paying out for their Fire Department clothing allowances. Further discussion is being held over to a future meeting.

OLD BUSINESS

1. Councilman Roer stated that earlier in the year there was discussion regarding the updating of the salary ordinance and inquired of the Borough Attorney what the status is. Borough Attorney Eyerman stated that a number of titles need adjustment and there is currently a negotiation which would be included in the new salary ordinance. Mr. Eyerman stated the ordinance should be ready for introduction shortly.

MONTHLY REPORTS:

1. **Recycling Report – August 2020** – Accepted without discussion.
2. **Recreation Report – August 2020** – Accepted without discussion.
3. **Building Department – August 2020** – Accepted without discussion.
4. **Police Department Report – August 2020** – Accepted without discussion.
5. **Fire Prevention Report – August 2020** – Accepted without discussion.
6. **Finance Report – August 2020** – Accepted without discussion.

At this time there some technical difficulties and all participants were kick from the Council meeting which was being conducted on the Zoom Platform. Governing Body members and members of the public began to log back into the meeting. The Governing Body once reconnected waited to allow more time for other participants to join the meeting.

A roll call was taken by the Borough Clerk, all Governing Body members along with the Attorney, Administrator and the Clerk was present. Councilman Ullman was absent. The Zoom Council Meeting was reconvened at 8:50pm.

MEETING OPEN TO THE PUBLIC (FIVE MINUTE TIME FRAME)

Frank Messar, Cedar Avenue, thanked the Police Department for their response regarding speeding on Spring Valley. He further thanked OEM Director Tuttle for his help with PSE&G. Mr. Messar suggested if a similar event which power is affected, that the Borough pay overtime to Officers to conduct traffic control and charge PSE&G for the overtime. He stated that his hopes are that if this was to be done, it would help to have PSE&G prioritize Maywood.

Police Chief Kenny, inquired if anyone on the Council had questions regarding the GPS items listed earlier. Councilwoman DeMuro inquired if DEA funds would be used. The Police Chief confirmed that DEA funds will be utilized.

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;

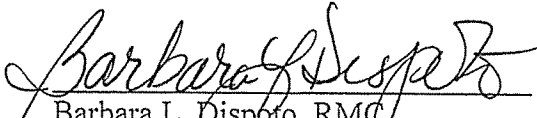
NOW THEREFORE BE IT RESOLVED, that the public be excluded from this meeting; and

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Maywood do not envision that they will return to open session after the closed session but reserves the right to do so.

A motion was made by Council President Bennin and seconded by Councilwoman DeMuro to enter into Closed Session. Motion carried by the members present.

A motion was made by Councilman Herrick and seconded by Councilwoman DeMuro to return to the public portion and adjourn. Motion carried by the members present and meeting was adjourned at 10:08pm.

Respectfully submitted;


Barbara L. Dispoto, RMC
Borough Clerk