

BOROUGH OF MAYWOOD  
WORK SESSION  
October 13, 2020  
7:30pm

Mayor Bolan called to order the October 13, 2020 Work Session at 7:37p.m.

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 September 25, 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 in Borough Hall, filed with the Borough Clerk, as well forwarded to The Record & Herald News 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 Ullman. Council President Bennin was absent. Also present were Borough Attorney Brian E. Eyerman, Borough Administrator Donna Puglisi and Borough Clerk Barbara Dispoto.

1 – 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:

Potential 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 to resume the work session following this closed session.

A motion was made by Councilwoman DeMuro and seconded by Councilman Herrick to go into Closed Session. Motion carried by the members present.

A motion was made by Councilman Ullman and seconded by Councilwoman Flynn to return to the public portion. Motion carried by the members present. Mayor and Council returned to the public portion at 8:04p.m.

2 - ENGINEER REPORT

a. Monthly Report – October 2020

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

At this time, we 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. On October 1, 2020, our office received the NJDOT Final Inspection Letter permitting the Borough to proceed with closeout. Urgently, we are preparing the municipal closeout package to the Borough for Governing Body review and consideration. Thereafter, we would prepare 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 by the Governing Body, we are securing a change order budget for additional roadway paving on Hartwich Street from Golf Avenue to the roadway's terminus at the School. The contractor will remove the existing stairs from the Borough's sidewalk leading into the School property. The School has stated and will be responsible to extend the School property fencing. As directed by the Borough, we have authorized the contractor to proceed with these improvements and anticipate this occurring shortly.

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 remainder 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 and are ongoing. We anticipate that construction activities will be completed in Fall 2020.

The bus stop signage is anticipated to be delivered to the contractor within the next two weeks. Thereafter signage installation would occur. In addition, the Borough was provided pallet samples and selected such for the decorative crosswalks on October 6, 2020. It is anticipated that the decorative crosswalks will be installed within the next two weeks.

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 preconstruction meeting occurred on July 22, 2020. Construction activities which included concrete improvements proceeded on August 17, 2020. We anticipate that construction activities will be completed in Fall 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.

At this time, the project construction is substantially completed other than the punch list and the installation of three street trees on Poplar Avenue. Two will be installed near the intersection of Lenox Avenue. The other will be installed near the intersection of Thoma Avenue. The three trees selected will be Japanese Lilac trees which are listed within the Borough's Forestry Report as preferred street trees. The trees are on order and will be planted once available. It is anticipated that these trees will be planted during late October/ early November 2020. We will provide the Borough with a firm date once known.

**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. 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. We prepared and issued a draft SPPP to the Borough on July 13, 2020. The final SPPP was provided to the Borough on August 17, 2020 with hard copies provided to both the Borough Clerk and DPW Superintendent for their files and use. The Borough also uploaded the Plan to its website.

On August 31, 2020, our office forward a draft of the Municipal Stormwater Management Plan for review and consideration by the Borough. Once comments or approval is received from the Borough, our office would issue the final MSMP.

**8. 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

Our office was authorized at the August 25, 2020 Mayor and Council meeting to proceed with the project.

Previously, we forwarded the Resolution to Advertise and Bid Notice for consideration by the Governing Body at this same Mayor and Council Meeting. The bid notice listed the document availability and bid opening dates to be September 15, 2020 and October 01, 2020, respectively.

On October 1, 2020, the bid opening occurred. Our office issued an award recommendation package for review and consideration by the Borough, its Attorney and CFO. If deemed acceptable by all parties, it is anticipated that the project would be awarded at the October 8, 2020 Special Mayor and Council meeting.

**9. 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

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for review and consideration by the Mayor and Council on August 13, 2020 and September 15, 2020, respectively.

- b. **Close Out – 2019 Roadway Improvements Program – Golf Avenue** – Resolution will be placed on the October 27, 2020 meeting agenda.
- c. **Proposal for Services – ADA Doors – Recreation/Senior Center** – Resolution will be placed on the October 27, 2020 meeting agenda.

### 3 - CORRESPONDENCE AND REPORT OF BOROUGH CLERK

- a. Resignation from Kristen Panos from the Shade Tree Commission
- b. Resignation from Terese Goodman from the Green Team

Borough Clerk Disposto discussed important items regarding the upcoming election.

4 - BOROUGH ADMINISTRATOR REPORT – Discussed the new shared service agreement with Paramus for Municipal Court proceedings. In her report she also addressed the municipal audit, new Munidex system for account payables, new timeclock and thanked everyone involved with the decorating for Halloween. Administrator Puglisi also discussed upcoming plans for the holiday tree lighting, contract negotiations, COAH and addressed a concern of a rise in the tax bills.

5 - MAYOR'S REPORT – Mayor Bolan discussed the holiday decorations around town and compliments he has received. He then stated the County has begun their investigation regarding the request to reduce the speed limit on Central Avenue. He further discussed the upcoming Halloween. Mayor Bolan discussed the upcoming Fall Food Truck Festival and the safety precautions that will be followed, and funds that are available for the planting of trees in the Borough.

### 6 - BOARD APPOINTMENTS

- a. **Arthur Pizza – Library Board – unexpired term ending 12/31/2022**
- b. **Dean Mastrojohn – Shade Tree Commission – unexpired term ending 12/31/2021**
- c. **Krupen Dudhia – District Management Corporation – Unexpired term 12/31/2020**
- d. **Sophia Magriplis – District Management Corporation – Unexpired term 12/31/2020**

A motion was made by Councilman Ullman and seconded by Councilwoman DeMuro. Motion carried by the members present.

### 7 - NEW BUSINESS

#### a. Resolutions for consideration

- 1. **Financial Resolutions from the CFO regarding unexpended funds & open grants** – Resolutions will be place on the October 27, 2020 agenda.
- 2. **Request from Chief Kenny for the purchase of Ballistic Helmets & Shields** – Resolution will be place on the October 27, 2020 agenda.
- 3. **Resolution authorizing the execution of shared services with Paramus – Municipal Court** – Resolution will be place on the October 27, 2020 agenda.
- 4. **Resolution for certification of 2019 Annual Audit** – Resolution will be place on the October 27, 2020 agenda.
- 5. **Resolution to move two officers from probationary to permanent status** – Borough Clerk Disposto stated the two officers were Rice Noticed and chose to have the discussion take place in public. She further stated that the two officers completed their probation and it is at the request of the Police Chief to change their status to permanent. A resolution will be placed on the October 27, 2020 agenda.

#### b. Ordinances for consideration

- 1. **Codification of bus stop previously relocated** – Borough Clerk Disposto into the record a letter from resident regarding the relocation of the bus stop and requesting the stops to be changed back to the way they were prior to 2014. The Mayor requested the Borough Engineer to review and given their opinion regarding the bus stop.
- 2. **Zoning for Electric Charging Stations** – Introduce at the October 27, 2020 agenda.

- c. **Acknowledgement of awards for Rising Star and Chip (Community Health Improvement Partnership)** – Borough Clerk discussed the County acknowledging Tara Grunstra for her work with the Wellness Walk. Councilwoman Flynn discussed the Rising Star award that Lisa Schieli received regarding her work with recycling.

### 8 - OLD BUSINESS

- a. **Letter from Planning Board regarding Sign Ordinance** – Mayor Bolan discussed the sign ordinance that was adopted and the recommendation made by the Planning Board. Councilman Herrick inquired if the recommendation would add time to the process.
- b. **Vacation/Sick Buy back** – Administration Puglisi supplied the council with a look at the costs involved with vacation/sick buy back.

- c. **Discussion on the Gardinier Environmental Fund** – Councilwoman Flynn discussed the grant. She further stated having a long term plan would help in obtaining grants in the future. It is the recommendation by the Green Team to use this grant for a solar renewable.
- d. **PSE&G – Energy Audit** – Administrator Puglisi discussed the energy audit that was done for all the municipal owned buildings. She stated the updating of the lighting and HVAC systems total over \$366,000, however the municipality will only be responsible for a third which amounts to \$110,000. This would create a saving of approximately \$3,365 a month and \$150,000 has already been appropriated for the HVAC. With the \$40,000 in savings, that can then be applied to install UV sanitation devices.

**RESOLUTION #152-20**

**RESOLUTION AUTHORIZING CONTRACT WITH PSE&G DIRECT INSTALL PROGRAM FOR GOVERNMENT AND NON-PROFIT FACILITIES AND SMALL BUSINESSES LOCATED IN UEZS**

WHEREAS, the governing body of the Borough of Maywood deems it to be in the best interest of the residents to take part in an energy conservation program offered by PSE&G in its electric and/or gas service territory to governments located in Urban Enterprise Zones (UEZs) with annual peak demands equal to or less than 200 kW. Under the Program, PSE&G is arranging the installation of certain energy conservation measures (“ECMs”) at eligible facilities with the Borough of Maywood being responsible for only a portion of the costs of the upgrades; and

WHEREAS, the governing body of the Borough of Maywood deems it to be in the best interest of the residents to take part in the program to as same will provide a reduction in operating costs of Borough facilities and benefits the environment of the community; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) permits contracts made with public utilities for services provided there from to be done without competitive bids.

NOW, THEREFORE, BE IT RESOLVED BY THE BOROUGH OF MAYWOOD, Bergen County, New Jersey that the Mayor is hereby authorized to execute, and the Borough Clerk to attest, an agreement with PSE&G to take part in the Direct Install Program for Government and Non-Profit Facilities and Small Businesses located in UEZs

A motion was made by Councilman Roer and seconded by Councilman Ullman to adopt Resolution 152-20. Motion carried by the members present.

**9 – MONTHLY REPORTS**

- a. **Recycling Report – October 2020** – Accepted without discussion.
- b. **Recreation Report – October 2020** – Accepted without discussion.
- c. **Building Department – October 2020** – Accepted without discussion.
- d. **Police Department Report – October 2020** – Accepted without discussion.
- e. **Fire Prevention Report – October 2020** – Accepted without discussion.
- f. **Finance Report – October 2020** – Accepted without discussion.
- g. **Dept. of Public Works Report – October 2020** – Accepted without discussion.

Councilman Roer thanked Councilwoman DeMuro and Councilman Herrick for their work on the 2020 budget.

Councilwoman DeMuro discussed the Fish & Chips dinner and thank everyone who helped.

Councilwoman Flynn discussed the free-cycle event and announced the next event as well as the upcoming town wide garage sale.

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

No one wished to be heard.

**11 - 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**
- Public Safety**

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 Councilwoman Flynn and seconded by Councilman Herrick to go into Closed Session. Motion carried by the members present.

A motion was made by Councilwoman DeMuro and seconded by Councilman Herrick to return to public and adjourn. Motion carried by the members present and so carried at 9:47p.m.

Respectfully submitted;

  
Barbara L. Dispoto, RMC  
Borough Clerk