

**BOROUGH OF
HASBROUCK HEIGHTS**

**June 13, 2023
Work Session
Agenda**

**BOROUGH HALL
320 BOULEVARD
7:00 pm**

Meeting in person as well as live streamed via link below
<https://www.aaliveevents.com/meetings>

1. The meeting is called to order and The Sunshine Law Statement recited
2. Roll Call
3. Salute to the Flag and Pledge of Allegiance
4. Presentations: Recognition for the Hasbrouck Heights High School
Girls Spring Track 2023 NJ State Champions
5. Appointments: Res No.98 - Authorizing Police Promotions to Sergeant
 - * Patrolman Bradley Dussault
 - * Patrolman James Ciccarelli
6. Communications (None)
7. Unfinished Business
 1. Engineer's Update
 2. Finance Update
8. New Business
 - Commissioner Updates on assigned Departments
9. Adjourn

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 98

DATED: June 13, 2023

WHEREAS, the Mayor announced his intention to nominate certain Police Patrolmen for promotion to the office of Sergeant, pursuant to the authority to do so under § 55-5 of Borough Code; and

WHEREAS on June 14, 2022, the Governing Body authorized the commencement of the Promotional Process by the Police Committee of the Governing Body pursuant to § 55-9 of Borough Code, and

WHEREAS, the Police Committee has concluded the said Promotional Process as provided in the Code and, having determined that the hereinafter named the candidates that attained the highest scores, did therefore, by a unanimous vote of its members, recommend to the Mayor that he nominate the hereinafter named Patrolmen for nomination for promotion, and

WHEREAS, the Mayor has accepted the recommendation of the Police Committee and does hereby nominate for confirmation by the Governing Body for promotion to the office of Sergeant, the following:

Patrolman Bradley Dussault

Patrolman James Ciccarelli

NOW, THEREFORE, BE IT RESOLVED by the Council of the Borough of Hasbrouck Heights that the aforesaid officer be promoted to the office of Sergeant in the Hasbrouck Heights Police Department, effective immediately.

Police Commissioner

Roll Call:

COUNCIL	MOTION	SECOND	AYE	NAY	ABSTAIN	PRESENT	ABSENT
Sickels							
Bing							
McGuire							
Kistner							
Meli							
Hillmann							



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JUNE 13, 2023
BOROUGH OF HASBROUCK HEIGHTS
ENGINEER'S REPORT



1. 2023 NJDOT Local Transportation Project Fund Grant Application

Our office has coordinated with the Borough Administrator, Borough DPW Superintendent, and Borough CFO and determined that Kipp Avenue is an appropriate roadway to be considered for this grant application. This grant application will be requesting additional funds to supplement a previously awarded 2023 NJDOT Municipal Aid grant that the Borough received in the amount of \$248,240.00. This grant application proposes roadway improvements to Kipp Avenue (between Oak Grove Avenue and Oldfield Avenue). The proposed improvements include but are not limited to, milling, repaving, partial curbing, drainage improvements, and ADA curb ramp reconstruction within the project limits. The total funds requested for this grant application are anticipated to be approximately \$1 million which includes costs associated with construction, engineering design, construction inspection, and material testing. This grant application is due on June 2, 2023 and requires that an authorizing resolution be approved by the Borough which is expected to be on the May 23, 2023 Mayor and Council meeting agenda for consideration by the Governing Body.

Our office successfully submitted this grant application via the NJDOT SAGE portal on June 2, 2023 and will continue to provide updates on this project, as appropriate.

2. New Department of Public Works Facility

As requested by the Borough, our office has coordinated with various architectural firms to provide proposals for a new public works facility. These proposals would provide necessary services to prepare conceptual level floor plans and renderings for a potential new public works facility as well as provide a preliminary estimate for the proposed facility based on the Borough's needs.

On May 4, 2023, our office submitted a proposal to provide professional architectural services through our sub-consultant, Arcari + Iovino Architects for proceeding with the conceptual level evaluation of the DPW property and preparation of conceptual floor plans, renderings, and probable cost. Our office has scheduled a project kickoff meeting between our office, the project architect, and the appropriate Borough officials to be held on June 15, 2023. Our office will continue to provide updates on this project, as appropriate.

3. 2023 Municipal Road Program

Our office has coordinated with the Borough Administrator and Borough DPW Superintendent and determined that the roadways listed below will be included in this year's municipal road program.

This project is currently available for public bidding and a bid opening is currently scheduled to be held on June 21, 2023. Once the bid opening is concluded our office will review all bids received and provide a recommendation for award to the Governing Body for consideration. We anticipate that this recommendation will be submitted for the Mayor and Council meeting scheduled on June 27, 2023. We will continue to provide updates regarding the status of this project, as necessary.

Base Bid		
Street Name	Between Street 1	Between Street 2
Field Avenue	Passaic Avenue	Franklin Avenue
Passaic Avenue	Burr Place	Dead End
Division Avenue	Burr Place	Oldfield Avenue

LYNDHURST
34 Park Avenue
PO Box 426
Lyndhurst, NJ 07071
p. 201.939.8805 f. 201.939.0846

MOUNTAINSIDE
200 Central Avenue
Suite 102
Mountainside, NJ 07092
p. 201.939.8805 f. 732.943.7249

Alternate Bids		
Street Name	Between Street 1	Between Street 2
Oldfield Avenue	Passaic Avenue	Franklin Avenue
Garrison Avenue	Washington Place	Madison Avenue
Burr Place	Passaic Avenue	Cul-De-Sac
Madison Avenue	Garrison Avenue	Hasbrouck Avenue

4. Woodside Avenue Roadway Improvements – Phase 1 (FY 2022 CDBG Funded)

As per Resolution No. 224, approved on December 14, 2021, the Borough of Hasbrouck Heights authorized a grant agreement with the County of Bergen regarding a 2022 Bergen County Community Development Block Grant (CDBG). A grant was subsequently awarded to the Borough in the amount of \$122,300.00. The scope of work for this project consists of asphalt milling, resurfacing, spot curb/sidewalk reconstruction, ADA curb ramp improvements, and drainage improvements on Woodside Avenue, between Hamilton Avenue to the western dead-end Cul-De-Sac.

The bid opening for this project was successfully held on June 9, 2023 with a total of three (3) bids received which is summarized in the table provided below.

BID SUMMARY				
CONTRACTOR NAME	BASE BID (Raymond Street to Division Avenue)	ALTERNATE BID A (Division Avenue to Walter Avenue)	ALTERNATE BID B (Walter Avenue to Hamilton Avenue)	ALTERNATE BID C (Raymond Street to Western Cul-De-Sac)
D&L Paving Contractors, Inc.	\$147,876.26	\$75,459.12	\$41,989.89	\$25,234.35
4 Clean-Up, Inc.	\$162,661.20	\$78,157.00	\$43,931.70	\$26,180.85
D.L.S. Contracting, Inc.	\$177,972.00	\$96,115.00	\$61,158.00	\$40,075.00

As noted above, the apparent lowest responsible bid was received by D&L Paving Contractors, Inc. (675 Franklin Avenue, Nutley, NJ 07110) with a Base Bid (Raymond Street to Division Avenue) of \$147,876.26, Alternate Bid A (Division Avenue to Walter Avenue) of \$75,459.12, Alternate Bid B (Walter Avenue to Hamilton Avenue) of \$41,989.89, and an Alternate Bid C (Raymond Street to Western Cul-De-Sac) of \$25,234.35 for a total bid amount of \$290,559.62. Based on the total amount of grant funds available, we believe it would be in the Borough’s best interest to only award the Base Bid portion of this project and re-bid the remaining portions of this project as a separate phase with additional Bergen County CDBG funding. Our office intends to provide a formal recommendation for contract award for consideration during the June 27, 2023 Mayor and Council meeting. We will continue to provide updates regarding the status of this project, as necessary.

5. 2023 NJDOT Municipal Aid Grant Application

On June 30, 2022, our office successfully submitted a New Jersey Department of Transportation (NJDOT) FY2023 Municipal Aid grant application regarding roadway improvements to Kipp Avenue (between Woodside Avenue and Oldfield Avenue). The proposed improvements include but are not limited to, milling, repaving, partial curbing, drainage improvements, and ADA curb ramp reconstruction within the project limits. The total requested funds for this grant application were approximately \$1.3 million which is the estimated cost for this project. The estimated cost includes costs associated with construction, engineering design, construction inspection, and material testing.

On November 23, 2022, NJDOT provided our office with notification of a grant award in the amount of \$248,240.00 for the above-referenced application which must be awarded a contract for construction by **November 23, 2024**. Due to capital commitments to the current 2023 Municipal Program, this project will be reconsidered for inclusion in the 2024 Municipal Road Program.

6. 2023 NJ DCA Local Recreation Improvement Grant Application

Neglia was recently informed that the New Jersey Department of Community Affairs (DCA) is accepting applications for the Local Recreation Improvement Grant program. The Local Recreation Improvement Grant (LRIG) is a competitive grant that supports the improvement and repair of public recreation facilities including local parks, municipal recreation centers, and local stadiums. Neglia has reviewed this grant opportunity with Borough officials and the Borough has determined it most appropriate to request funds for improvements to Miers Playground located within the Borough of Hasbrouck Heights. The proposed improvements will consist of the removal of existing playground equipment and the installation of new state-of-the-art playground equipment. Our office has begun working on completing all required documents associated with this grant application and estimates this project will cost approximately \$121,900.00 to construct.

On April 13, 2023, our office was notified that the DCA awarded \$65,000.00 to the Borough of Hasbrouck Heights for this project. Our office currently awaits further direction from the Borough before proceeding with this project.

7. 2022 Municipal Road Program

The Contractor returned on May 23, 2023 to complete milling and paving operations on Railroad Avenue and Plant Road. At this time, this project is substantially complete and our office will begin with project closeout procedures. Our office will continue to provide updates on the status of this project, as appropriate.

8. Woodland Park Pavilion Improvements (Bergen County Open Space Funded)

On December 7, 2022, our office was authorized to proceed with the design of the Woodland Park Pavilion Improvement project as funded by the Bergen County Open Space program. The scope of work of this project includes the installation of new rain gutters and light fixtures at the pavilion structure located at Woodland Park. Additionally, the proposed improvements include the partial reconstruction of select asphalt pathways within Woodland Park. The Borough received a Bergen County Open Space matching grant in the amount of \$58,926.00 for this project.

The Contractor successfully started work on May 15, 2023 and has substantially completed all phases of this project as noted above. Our office will perform a final walkthrough inspection and begin the project closeout procedures accordingly. Our office will continue to provide updates on the status of this project, as appropriate.

9. Paterson Avenue Roadway Improvements (NJDOT Funded)

On June 22, 2022, our office was authorized to proceed with surveying, engineering design, and construction management services for the Paterson Avenue Roadway Improvements project. This project is funded by a FY2022 NJDOT Municipal Aid grant and received funding in the amount of \$201,000.00. The planned improvements for this project include but are not limited to, full curb-to-curb milling and paving, spot repairs for concrete curbs, ADA ramp reconstruction, and installation of traffic stripes, on Paterson Avenue, between Terrace Avenue and Oak Grove Avenue.

On April 23, 2023, a contract was successfully awarded to 4-Clean Up, Inc. in the amount of \$440,381.40. Our office has successfully issued the executed contracts to all appropriate parties and is currently coordinating a date for the pre-construction meeting for this project. We will continue to provide updates on this project, as appropriate.

10. 2022 PSEG Roadway Restoration Program

Please see below for a summary of all Borough-owned roadways that were successfully repaved by PSEG as part of the 2022 Roadway Restoration Program.

Street	Between Street 1	Between Street 2
Central Ave	Woodside Ave	Oak Grove Ave
Central Ave	Boulevard	End
Harrison Ave	Boulevard	Terrace Ave
Lincoln Ave	540' NW/O Terrace Ave	Terrace Ave
Lincoln Ave	Boulevard	540' NW/O Terrace Ave
Madison Ave	Woodside Ave	Terrace Ave
Prospect St	Ottawa Ave	Williams Ave
Prospect St	450' NE/O Williams Ave	End
Roosevelt Ave	Boulevard	Terrace Ave
Washington Pl	Woodside Ave	Oak Grove Ave
Alger Ave	Terrace Ave	Hasbrouck Ave
Cleveland Ave	Terrace Ave	End
Hasbrouck Ave	100' SW/O Michigan Ave	Williams Ave
Hillside Ave	Ottawa Ave	Hasbrouck Ave
Main St	Terrace Ave	End
Michigan Ave	Terrace Ave	Hasbrouck Ave
Old Terrace Ave	Passaic Ave	Henry St
Old Terrace Ave (CR 55)	Henry St	104' NE/O Henry St
Ottawa Ave	Burton Ave	Hillside Ave
Springfield Ave	Terrace Ave	End
Washington Pl	Ravine Ave	Oldfield Ave
Webb Pl	Cleveland Ave	End
Division Ave	Oak Grove Ave	Boulevard
Raymond St	Oak Grove Ave	Terrace Ave
Burton Ave	Williams Ave	Myers Ave
Charlton Ave	US Highway 46	Burton Ave
Myers Ave	Boulevard CR 57	Burton Ave
Pasadena Ave	Boulevard CR 57	Terrace Ave CR 55
Burton Ave	Charlton Ave	Pasadena Ave

In addition to the above, our office has negotiated a payout amount of \$799,032.00 for PSE&G to reimburse the Borough for other disturbances to other roadways that were opened during their Gas System Modernization Program that will not be restored at the Borough's direction. It is our understanding that the Borough has received the total negotiated payout amount.

11. 2024 NJDOT Municipal Aid Grant Application

Our office was recently notified that the New Jersey Department of Transportation (NJDOT) is now accepting applications for this year's municipal aid grant program. After reviewing the Borough's needs for roadway improvements with the Administrator and Borough DPW Superintendent, it was determined that Wood Street (from Lincoln Avenue to Passaic Avenue), Washington Place (Oak Grove Avenue to Boulevard), and Collins Avenue (from Route 46 to Coolidge Avenue) are appropriate roadways for funding consideration by NJDOT under this grant program. Anticipated improvements to these roadways include milling and repaving of the roadways, ADA curb ramp construction, and tree removals/plantings (as necessary) within the project limits noted above.

Our office will assist the Borough's grant writer in preparing this grant application package in support of the above-mentioned roadways. Kindly note that grant applications are due by July 1, 2023, and require an authorizing resolution from the Governing Body approving the submission of the grant application to NJDOT. Our office will continue to provide updates on this effort, as appropriate.

12. Bergen County ADA Curb Ramp Improvement Project (Bergen County Contract #3)

Our office attended a pre-construction meeting with Bergen County officials, Borough officials, and the contractor for this project on May 31, 2023. The County of Bergen intends to reconstruct the curb ramps to be ADA-compliant along Williams Avenue (NJ17 to Lodi border), Passaic Avenue (Terrace Avenue to Lodi/Wood-Ridge border), and Terrace Avenue (Roosevelt Avenue to Longworth Avenue). Based on the schedule provided by the Contractor, work is anticipated to begin on or about the week of June 19, 2023. Upon construction completion of all ADA curb ramps, the County of Bergen will coordinate the repaving of Williams Avenue and Passaic Avenue during Summer 2023.

Our office will be responsible for providing construction management and oversight services regarding the construction of new ADA-compliant curb ramps within the project limits noted above. We will continue to provide updates on this project as necessary.

We trust you will find the above in order. Should you have any additional questions, comments, or require any additional information, please do not hesitate to contact the undersigned.

Respectfully submitted,

Neglia Group



Norberto A. Hernandez, P.E.
For the Borough Engineer
Borough of Hasbrouck Heights

FINANCE REPORT FOR THE JUNE 13th 2023 MEETING

The Current Fund cash balance at May 31st is \$6,632,642 and at April 30th was \$5,192,085 which represents an increase of \$1,440,557. The entire balance was invested and earning 5.00%, up from 4.75%.

Cash receipts for the month of May totaled \$5,446,494 consisting of:

- \$5,256,569 for current 2023 taxes
- \$47,745 in hotel fees
- \$40,275 in interest earned
- \$24,908 in Clean Communities Grant Funds
- \$15,896 in construction code fees
- \$12,199 in municipal court fines
- \$10,081 from Teterboro for fire, ambulance & 9-1-1 service fees
- \$12,897 for fees/permits & miscellaneous other revenues
- \$8,875 for 2022 taxes
- \$8,350 in Alcohol Beverage Licenses
- \$6,299 in interest on delinquent taxes
- \$2,400 in auto wholesale permit fees

Cash disbursements for the month of May totaled \$4,005,937 of which \$2,644,357 was for local School taxes (66%), \$835,705 was for salaries (21%), and \$525,875 was for other budgeted expenses (13%).

Other Items/Projects:

- 2023 Budget was adopted on 5/23/23. We are now in process of drafting the 2023 Salary Ordinance.
- Now that our new loader has been received we can finalize the reimbursement request for the Stop the Soot grant we received for \$49,223. This will allow us to borrow less on the related ordinance. I will be working with Lenny Masucci to complete the required paperwork.
- Borough's COVID revenue loss special emergency note renewed at 4.40% (year 2 of 5). Prior year rate was 2.58%.
- 3rd Quarter Estimated Tax Bills are being printed and will be mailed shortly. Cash flow is expected to increase during July as a result.