

BOROUGH OF HASBROUCK HEIGHTS**320 Boulevard****Hasbrouck Heights, NJ****And via livestream <https://www.aaliveevents.com/events>****WORK SESSION MINUTES****January 10, 2023**

A Work Session Meeting of the Mayor and Council of the Borough of Hasbrouck Heights was held on January 10, 2023, at 7:00 p.m. in Council Chambers at 320 Boulevard.

Mayor DeLorenzo declared the meeting in Session and Acting Borough Clerk Anne Michelle Sery stated that the meeting complied with the Sunshine Law, Adequate notice of this meeting has been made to all members of the Council on December 30, 2022, and transmitted to The Record and The Herald News on January 4, 2023, in accordance with the provisions of the "Open Public Meetings Act", Chapter 231, P.L. 1975.

ROLL CALL: Present: Mayor John DeLorenzo, Councilman Michael Sickels, Councilman Robert Bing, Councilwoman Susan McGuire, Councilman Ron Kistner, Councilman Thomas Meli, Councilman Christopher Hillmann

SALUTE TO THE FLAG AND PLEDGE OF ALLEGIANCE: Mayor DeLorenzo led in the Salute to the Flag and Pledge of Allegiance.

COMMUNICATIONS:

1. Communication from NJ DOT

Mayor DeLorenzo asked the clerk to read the list of communications. When done, he asked if anyone would like to have the communications read. Councilman Sickels requested the communication be read. Borough Clerk Laurie Varga advised that communication was related to the accident on Route 17 by the high school athletic field where a car went through the fence for the second time. The BOE requested the Mayor and Council to get involved and the Mayor and Council also involved the borough engineer. Laurie read her email follow up and the NJ DOT response. The BOE also wrote a letter to the NJ DOT. Mayor DeLorenzo acknowledged the NJ DOT response and said to find out what response the BOE received and if we needed to collaborate a joint or separate response back to the NJ DOT. Mayor DeLorenzo stated this was for the protection of students on the field. Councilman Bing inquired the cost and Council mentioned that the Borough would not be able to just install. It would need to be by the NJ DOT for liability reasons. Councilwoman McGuire is to follow up with the BOE as she is the liaison. Councilman Kistner suggested the bollards that were installed at both Euclid and Lincoln Schools. Councilman Meli shared that the school he worked at used boulders. Mayor

DeLorenzo again stated concern for liability if done by the Borough. Councilman Hillmann inquired about the number of times this incident occurred if this was the first and/or when was the first incident. Councilman Sickels clarified this was the second and that the first occurred closer to the drainage ditch closer to Starbucks where the fence was down for a while. This was the second incident within a year. Laurie indicated that NJ DOT has stricter guidelines for guardrails now. She cited a resident whose guardrail was removed by the NJ DOT on Route 46 and now the NJ DOT will not replace. Councilman Hillman inquired who paid for damage and Councilman Sickels confirmed that the school settled with the party who caused the accident.

Laurie Varga

From: Sytko, Anthony [DOT] <Anthony.Sytko@dot.nj.gov>
Sent: Thursday, January 5, 2023 8:30 AM
To: Laurie Varga; Norberto Hernandez
Cc: Rob Brady; Chief Joseph Rinke
Subject: Re: Route 17, Pierrepoint Avenue-New Project-Postponement Notice-08-31-2022

Good morning Laurie,
 I will ask about signage at this location.

As for the guiderail, our staff investigated and determined that the site does not warrant guiderail. The standards require a critical slope, and although there is a decline from the road to the field, it is not steep enough to trigger the guidelines. I know this is disappointing for you, but our staff makes the determination based on federal and state standards. If you have any other questions let me know.
 Anthony

Anthony Sytko (he/him)
 Regional Coordinator
 Office of Community Relations
 New Jersey Department of Transportation
 1035 Parkway Ave., PO Box 600
 Trenton NJ 08625

Phone: (609) 963-1992
Anthony.Sytko@dot.nj.gov

From: Laurie Varga <lvarga@Hasbrouck-Heightsnj.org>
Sent: Wednesday, January 4, 2023 7:50 PM
To: Sytko, Anthony [DOT] <Anthony.Sytko@dot.nj.gov>; Norberto Hernandez <nHernandez@negliagroup.com>
Cc: Rob Brady <rbrady@Hasbrouck-Heightsnj.org>; Chief Joseph Rinke <chiefrinke@HHPD.com>
Subject: [EXTERNAL] RE: Route 17, Pierrepoint Avenue-New Project-Postponement Notice-08-31-2022

*** CAUTION ***

This message came from an **EXTERNAL** address (lvarga@Hasbrouck-Heightsnj.org). **DO NOT** click on links or attachments unless you know the sender and the content is safe.
New Jersey State Government Employees Should Forward Messages That May Be Cyber Security Risks To PhishReport@cyber.nj.gov.

Thank you for your quick reply Anthony.
 Given the public safety risk associated with the striping omitted at the bottom of Henry Street on Rt. 17, is there anything that the State can do in the interim to control this area? Possible signage or something. It really is a detriment to those entering the highway at that point.
 Additionally, I was wondering if there has been any further planning for the guard rail on Rt. 17 by the High School Athletic Complex? This was the area where an automobile crashed through the fence onto the athletic practice field of the complex in December.

Thank you for your partnership in making our roadways safe.

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Laurie Varga

From: Yandoli, Christopher [DOT] <Christopher.Yandoli@dot.nj.gov>
Sent: Thursday, December 15, 2022 10:09 AM
To: Laurie Varga
Cc: Dina Messery; Sytko, Anthony [DOT]
Subject: RE: Request for Guardrail Assistance at High School Field on Route 17

Hi Laurie,

Again, adding Anthony to the chain for awareness. We'll check in with the guiderail unit and get back to you shortly with an update.

Thanks,
Chris Yandoli

Christopher Yandoli | Regional Coordinator
New Jersey Department of Transportation
Office of Government & Community Relations
1035 Parkway Avenue | PO Box 600 | Trenton, NJ 08625
Tel: 609.963.1982 | Cell: 609.915.4264

From: Laurie Varga <lvarga@Hasbrouck-Heightsnj.org>
Sent: Wednesday, December 14, 2022 5:55 PM
To: Yandoli, Christopher [DOT] <Christopher.Yandoli@dot.nj.gov>
Cc: Dina Messery <messeryd@hhschools.org>
Subject: [EXTERNAL] RE: Request for Guardrail Assistance at High School Field on Route 17

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Hi Chris,
Thank you for forwarding this to the proper department for further action.
I just wanted to follow up to see if you received any feedback from the department that you forwarded it to.

Many thanks,

Laurie
Laurie Varga, RMC
Borough Clerk/Administrator
320 Boulevard
Hasbrouck Heights, NJ 07604
(201) 288-0195

From: Yandoli, Christopher [DOT] <Christopher.Yandoli@dot.nj.gov>
Sent: Tuesday, December 6, 2022 4:35 PM
To: Laurie Varga <lvarga@Hasbrouck-Heightsnj.org>
Cc: Dina Messery <messeryd@hhschools.org>
Subject: RE: Request for Guardrail Assistance at High School Field on Route 17

Good afternoon Laurie,

Thank you for writing in and making us aware of this situation. I'll forward the request to our guiderail unit for further investigation, and I'll be in contact with more information shortly.

Thanks very much,
Chris Yandoli

Christopher Yandoli | Regional Coordinator
 New Jersey Department of Transportation
 Office of Government & Community Relations
 1035 Parkway Avenue | PO Box 600 | Trenton, NJ 08625
 Tel: 609.963.1982 | Cell: 609.915.4264

From: Laurie Varga <lvarga@Hasbrouck-Heightsnj.org>
Sent: Tuesday, December 6, 2022 3:19 PM
To: Yandoli, Christopher [DOT] <Christopher.Yandoli@dot.nj.gov>
Cc: Dina Messery <messeryd@hhschools.org>
Subject: [EXTERNAL] Request for Guardrail Assistance at High School Field on Route 17

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December 6, 2022

Mr. Christopher Yandoli
 Regional Coordinator
 New Jersey Department of Transportation
 Office of Government & Community Relations
 1035 Parkway Avenue

Dear Mr. Yandoli,

I'm reaching out to you in order to request assistance with an important issue relating to safety at the High School's Depken Field Athletic Complex, located along Route 17 South in Hasbrouck Heights.

On Saturday, December 3, 2022, a motor vehicle veered off of Route 17 South and crashed through the fence onto the Depken Field Athletic Complex.

(Please see attached link to associated pictures of the scene as well as story from local news source, Tap Into. <https://www.tapinto.net/towns/hasbrouck-heights-slash-wood-ridge-slash-teterboro/sections/police-and-fire/articles/lyndhurst-man-plows-through-fence-at-hasbrouck-heights-depken-field>)

It was fortunate that there were no activities taking place at the time of the incident. This area is frequently occupied by youth athletes and spectators as well as residents exercising at the complex.

In order to ensure safety at the field, we respectfully request your assistance in having a guard rail installed on Rt. 17. in the proximity of the field, as soon as possible. It is unfortunate that events such as this occur, but we would be remiss if we don't take steps toward making the area safer for the future.

Please don't hesitate to contact me should you require any additional information.

I truly appreciate your assistance and attention to this very critical matter and look forward to your response.

Sincerely,

Laurie

Laurie A. Varga, RMC
Borough Clerk/Administrator
320 Boulevard
Hasbrouck Heights, NJ 07604
(201) 288-0195
(201)288-6408 (f)



cc: Dina Messery- Business Administrator, Hasbrouck Heights School District

Mayor DeLorenzo then explained the change of council meeting formats. There will now be work sessions so all of Council is aware of topics for each business department and will now have the opportunity to discuss and be even more productive.

Engineers Report:

1. 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 abovereferenced application. Our office will provide a proposal for professional services to the Borough for this project upon finalizing the 2023 Municipal Road Program.

2. 2023 NJ DCA Local Recreation Improvement Grant Application

Neglia was recently informed that the New Jersey Department of Community Affairs 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. Our office has also submitted an authorizing resolution for the Council's consideration at the January 24, 2023, Mayor & Council Meeting. This resolution is a required document that must be included in the complete application package. This grant application has a required submission deadline of January 20, 2023.

3. 159 Franklin Avenue Culvert Repairs

On November 23, our office recommended the award of this bid solicitation to the lowest of five (5) responsible bids received by John Garcia Construction Co., Inc. for this project in the amount of \$18,502.00. We understand that this award was approved at the November 29, 2022, Mayor and Council meeting. On January 3, 2023, the contractor mobilized and successfully completed the repairs to the damaged culvert on January 6, 2023.

4. 2022 Municipal Road Program

The Contractor successfully completed paving operations on LaSalle Avenue, MacArthur Avenue, and Longworth Avenue during the week of December 11, 2022. In addition, the contractor successfully restriped the crosswalks located at the intersection of Henry Street and Oldfield Avenue. Milling and paving operations are anticipated to resume during Spring 2023 on Railroad Avenue and Plant Road once the cleanup of the drainage ditch located along Railroad Avenue is completed. It is our understanding the Borough DPW is coordinating a field meeting with the Port Authority to evaluate the conditions downstream of Railroad Avenue to evaluate the conditions of the drainage ditch and determine the extent of required cleanup. Our office will continue to provide updates on the status of this project as appropriate.

5. 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. Our office has commenced work on this effort and anticipates the completion of bid documents within two to three weeks.

6. 2022 PSEG Roadway Restoration Program

Please see below for updates regarding the anticipated start dates for roadway restoration work as well as completed roadway restorations based on the most recent information provided by PSE&G:

Street	Between Street 1	Between Street 2	Milling Date	Paving Date
Burton Ave	Williams Ave (CR-40)	Myers Ave	April (TBD)	April (TBD)
Burton Ave	Charlton Ave	Pasadena Ave	April (TBD)	April (TBD)
Myers Ave	Boulevard (CR-57)	Burton Ave	April (TBD)	April (TBD)
Pasadena Ave	Boulevard (CR-57)	Terrace Ave (CR-55)	April (TBD)	April (TBD)
Boulevard (CR-57)	Henry St	Ottawa Ave	April (TBD)	April (TBD)
Boulevard (CR-57)	Paterson Ave	Stanley Ave	April (TBD)	April (TBD)
Williams Ave (CR-40)	Boulevard (CR-57)	Hasbrouck Ave	April (TBD)	April (TBD)
Passaic Ave (CR-38)	Old Terrace Ave	Terrace Ave	April (TBD)	April (TBD)

7. 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. Our office has received NJDOT approval to issue this project for public

bidding and will coordinate appropriate bid dates with the Borough upon the final determination of the 2023 Municipal Road Program.

Borough Clerk Laurie Varga spoke about the thermal striping replacement for Franklin Avenue and Henry Street. She indicated that Norberto from Neglia Engineering was in contact with the NJ DOT regarding this issue. The original thermal striping was paved over when they redid the on/off ramps to Route 17 South. NJ DOT responded that they will not be able to redo due to the weather temperatures being too cold and they will not be able to give a proper timeline to redo until the spring. They will try to accommodate by placing traffic signs in the interim.

Finance Report:

The Current Fund cash balance at December 31st is \$4,721,757 and at November 30th was \$8,401,844 which represents a decrease of \$3,680,087. The entire balance was invested and earning 3.75%.

Cash receipts for the month of December totaled \$940,042 consisting of:

- \$323,023 in reimbursements from Trust Fund for Outside Police overtime
- \$155,123 for current 2022 taxes
- \$115,371 in reimbursements from Payroll Agency Trust for employee medical deduction contributions
- \$86,568 in prepaid 2023 taxes
- \$54,676 in State Aid
- \$47,349 in hotel fees
- \$37,898 from Insurance Proceeds
- \$28,533 in interest earned
- \$22,063 for fees/permits & miscellaneous other revenues
- \$20,151 in construction code fees
- \$12,376 in municipal court fines
- \$9,834 from Teterboro for fire, ambulance & 9-1-1 service fees
- \$8,617 in Industrial User Sewer Charges
- \$6,599 in interest on delinquent taxes
- \$5,000 from PSEG for rental of Williams Avenue
- \$3,224 in LEA Rebates
- \$2,000 in auto wholesale permit fees
- \$1,037 in Port Authority PILOT payment
- \$600 Petty Cash Funds Returned

Cash disbursements for the month of December totaled \$4,620,129 of which \$2,644,354 was for local School taxes (58%), \$1,313,066 was for salaries (3 pay periods) (28%), and \$662,709 was for other budgeted expenses (14%).

Other Items/Projects:

- The Finance Officer has received notice from the Division of Local Government Services that the date for the submission of the Annual Financial Statement has been extended from February 10th to March 3rd and the date for the introduction of the budget has been extended from February 10th to March 31st.
- Preparation of the 2023 budget continues. The CFO has completed and filed the Annual Debt Statement due 1/31/23 and has started the preparation of the Annual Financial Statement. Excellent job by Chita, Louise, Candace & Pam in the Finance Department which allowed for closing the year with no issues and all items reconciling. We have already rolled the system over and are processing transactions for 2023.
- Cash balances are increasing as we near the 1st quarter tax bill due date of 2/1/23.

Police Update:

Councilman Sickels gave the Police Department update. The Police Committee will be meeting sometime within the week to discuss the 2023 priorities and goals. Police Chief Rinke is in the process of on boarding dispatchers which will allow for 24-hour coverage on the desk. This will also allow sergeants to patrol and properly supervise out on the roads. Lieutenant promotions have been completed. The process for sergeant promotions will begin. Councilman Bing added that the impact of dispatchers allowing for more police presence throughout the 24-hour day is providing for safety of the community. Mayor DeLorenzo thanked Police Chief Rinke and everyone involved for accomplishing these complex processes.

DPW/Fire Update:

Council Kistner gave a combined DPW & Fire Department update. He commended both Superintendent Lenny Masucci and Fire Chief Mike Greco for stepping into their new roles. Councilman Kistner stated his excitement with the new management of Superintendent Masucci, General Foreman Rob Riordan and the rest of the DPW. A huge improvement has been noticed around town from the efforts of the Department of Public Works. Councilman Kistner advised he had a breakfast meeting with Fire Chief Greco and advised that he also has great new ideas and is still in the process of putting his team together. He commended the outstanding job handling the recent fires. Fire Chief Greco is also a fulltime firefighter with the town of Hackensack. Councilman Kistner offered both new leaderships the support of the Mayor and Council and wished them much luck and success in their new roles. Mayor DeLorenzo acknowledged the challenges with the aging DPW and encouraged the council to visit the DPW location and provide any feedback for improvements.

Transportation Update:

Councilman Hillman had no transportation update other than to sign up for the senior bus.

Health Update:

Councilman Meli acknowledged the great job performed by the Board of Health Department. He recognized their hard work and dedication. The Health Department anticipates holding new events monthly.

Recreation Update:

Councilman Bing stated that the season is in full swing between wrestling, basketball and senior activities. We have about 85 wrestlers and 36 basketball teams. In working with Rob Brady, there is a lot of coordinating and planning. Councilman Bing thanked everyone for their hard work and dedication. They plan to continue adding more sports and bring back activities that disappeared during covid. The recreation center is up and running every Friday night with about 80 participants.

Social Services Update:

Councilwoman McGuire advised that on Thursday, January 12th starting at 5pm, they will start the distribution of free hot meals for 6 weeks. She is working with former Councilman Steve Reyngoudt who is coordinating this with the Bergen County Food Security Task Force. Councilman Hillmann is also working on this effort. If anyone has any questions, please feel free to email Councilwoman McGuire or former Councilman Reyngoudt. They will also place this event on social media for anyone who would like to contribute to this great cause.

Mayor DeLorenzo then asked if anyone from the public would like to come forward with any comments.

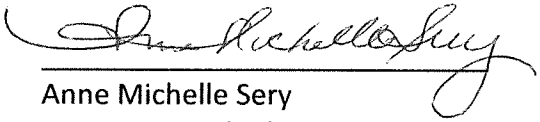
Former Councilwoman Josephine Cioccia came forward. She thanked Borough Clerk Laurie Varga for her many years of service and help throughout the years both professionally and personally and that she will be greatly missed. Former Councilwoman Cioccia also congratulated Administrator Rob Brady and Acting Borough Clerk Michelle Sery on their new roles and wished them the best of luck.

Mayor DeLorenzo also acknowledged Administrator Rob Brady and Acting Borough Clerk Michelle Sery on their new roles and advised that they will have full support of the Mayor and Council and that Laurie will also be available. Mayor DeLorenzo also commended Borough Clerk Laurie Varga on all her hard work and accomplishments and wished her and Gary the best of luck in their retirements as all well deserved and that she will be missed.

Borough Clerk Laurie Varga thanked everyone for welcoming her and for giving her the opportunity to accomplish a lot over the past 5 years. She will miss everyone.

Councilman Hillmann added that the Green Team and the Contemporary Club would be collecting winter coats, socks, and toiletries on Thursday, January 12th from 4:30pm to 7:30pm for a "Hero's Welcome".

Councilman Bing asked for a motion to adjourn the meeting which was made by Councilman Bing and seconded by Mayor DeLorenzo and unanimously carried.



Anne Michelle Sery
Acting Borough Clerk