

BOROUGH OF HASBROUCK HEIGHTS**320 Boulevard****Hasbrouck Heights, NJ****And via livestream <https://www.aaliveevents.com/events>****WORK SESSION MINUTES****April 11, 2023**

A Work Session Meeting of the Mayor and Council of the Borough of Hasbrouck Heights was held on April 11, 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

Absent: Councilman Christopher Hillmann

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

COMMUNICATION: Mayor DeLorenzo asked the clerk to read the communications

- Letter from the Mayor's Committee on Community Celebrations announcing the dates for the spring Town-Wide Garage Sale – May 20th – May 21st

When done, Mayor DeLorenzo asked for a motion to approve the communications which was made by Councilman Bing, seconded by Councilman Meli and unanimously carried.

PRESENTATION: Mayor DeLorenzo invited IT Network Administrator, Vinnie Gareffa to present the new Borough website.

Mr. Gareffa gave a detailed walk through on a large screen monitor of the new Borough website. He went through each category explaining in detail the enhancements that were made from the old website. He advised that the online tax payment is back up and running so residents are now able to pay their taxes online. A directory containing current elected officials and departments with their contact information has been added. He indicated that there is a push for better communication with the residents so at the bottom of each page there is a place to subscribe to announcements. By doing so, residents will be advised of any

announcements or changes to schedules around town. Another most requested item from residents is access to a current calendar of events so that has also been revised on the website and will be color coded as to departments and/or events. Major announcements and events can be found on the main page of the website. He demonstrated what the website would also look like on a mobile device – which is just a condensed version. Another big update is that we are not tied to a third-party web developer, it is now “in-house” and have the capability to now update the website faster rather than having to wait for the developer to make the updates. Going forward, residents will now also be able to fill out forms for licenses online and have it directed to the specific department instead of actually printing out forms and manually submitting. The online business built on an ecommerce platform, so security is top priority. Their encryption policy is held to the highest standards. The website is also future proof and cloud based so there will be no need to purchase servers or paying hosting fees to third party vendors. Mayor DeLorenzo confirmed that the launch date would be Monday, April 17th and Mr. Gareffa agreed and that there were a few items still to be ironed out prior to then but should be good to launch on that day. Mayor DeLorenzo recognized Laurie Varga and Josephine Cioccia and their efforts on the Technology Team and noted that when they started in 2016, they were working with a platform from 1999. He thanked everyone on the Technology Team for all their efforts in moving forward with getting the website current and feels that everyone will be satisfied.

Engineers Report:

1. 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 March 22, 2023, our office provided three potential architectural options for proceeding with the conceptual level evaluation of the DPW property and preparation of conceptual floor plans, renderings, and probable cost. A summary of the potential architectural firms and associated architectural fees is provided below:

Architectural Firm Name	Cost for Conceptual Architectural Services
Arcari + Iovino Architects	\$12,650.00
DMR Architects	\$30,800.00
RSC Architects	\$52,800.00

At this time, we await further direction from the Borough before proceeding with this project.

2. 2023 Municipal Road Program

Our office has coordinated with the Borough Administrator and Borough DPW Superintendent and determined that the following roadways will be included in this year’s municipal road program:

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
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

Our office was authorized to proceed with the preparation of bid documents for this project and the project is currently in the engineering design phase. We anticipate that the project documents will be available for public bidding within 4-6 weeks. We will continue to provide updates regarding the status of this project, as necessary.

3. 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.

Our office has submitted the completed bid documents to Bergen County for review and approval. Once approval is received, we will issue the project documents for public bidding.

4. 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.

5. 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 successfully submitted a grant application prior to the submission deadline on January 20, 2023. Our office will continue to provide updates on this grant, as necessary.

6. 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 that the Borough DPW and Port Authority have performed cleanups to better facilitate flow within the drainage ditch. The cleanups performed to date have improved the conditions within the roadway however additional cleanups will likely be required before the drainage catch basins within the roadway can be properly reconstructed. Our office will continue to provide updates on the status of this project as appropriate.

7. 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.

On March 17, 2023, our office received one (1) bid from Dutchman Contracting, LLC for the above-referenced project in the amount of \$125,147.00 for the Base Bid, Alternate Bid A, and Alternate Bid B portion of the project. Our office provided a recommendation of contract award on March 27, 2023, which was approved by the Borough at the March 28, 2023, Mayor & Council Meeting. Our office is currently in the process of completing the contract documents for this project. Once the contract documents are fully executed by all parties, our office will schedule a pre-construction meeting accordingly.

8. 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.

This project has been issued for public bidding and received bids are scheduled to be opened on April 18, 2023. Once received bids are opened, our office will review them and provide a recommendation of award to the Borough accordingly.

9. 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)	See Below	See Below	April (TBD)	April (TBD)
Williams Ave (CR-40)	Boulevard (CR-57)	Hasbrouck Ave	To be Completed by Bergen County	To be Completed by Bergen County
Passaic Ave (CR-38)	Old Terrace Ave	Terrace Ave	To be Completed by Bergen County	To be Completed by Bergen County

Based on a field meeting on March 22, 2023, Bergen County decided to repave Williams Avenue and Passaic Avenue separately from the PSE&G roadway restoration program and has selected the following eight (8) intersections along Boulevard to be repaved by PSE&G:

- Boulevard & Division Avenue
- Boulevard & Kipp Avenue
- Boulevard & Madison Avenue
- Boulevard & LaSalle Avenue
- Boulevard & Paterson Avenue
- Boulevard & Bell Avenue
- Boulevard & Lawrence Avenue
- Boulevard & Raymond Street

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. To date, \$399,516.00 of the total reimbursement amount has been received with the remaining portion expected to be received in the coming weeks.

Finance Report:

The Current Fund cash balance at March 31st is \$5,015,624 and at February 28th was \$8,304,098 which represents a decrease of \$3,288,474. The entire balance was invested and earning 4.50%, up from 4.25%.

Cash receipts for the month of March totaled \$997,135 consisting of:

- \$422,858 for current 2023 taxes
- \$163,115 from the BOE for Debt Service reimbursement
- \$124,468 in reimbursements from Payroll Agency Trust for employee medical deduction contributions
- \$100,339 in reimbursements from Trust Fund for Outside Police overtime
- \$39,071 in interest earned
- \$28,717 for fees/permits & miscellaneous other revenues
- \$27,518 in construction code fees
- \$25,285 for 2022 taxes
- \$17,370 in hotel fees
- \$13,878 in billed Sewer Fees
- \$13,400 in auto wholesale permit fees
- \$10,081 from Teterboro for fire, ambulance & 9-1-1 service fees
- \$5,841 in interest on delinquent taxes
- \$2,694 in State LEA (Fire Safety) rebates
- \$2,500 from PSEG for rental of Williams Avenue

Cash disbursements for the month of March totaled \$4,285,609 of which \$2,644,357 was for local School taxes (62%), \$827,111 was for salaries (19%), and \$814,141 was for other budgeted expenses (19%).

Other Items/Projects:

- Initial draft of the 2023 budget has been reviewed by the Finance Committee and Borough Administrator. We are anticipating to introduce the budget at the second council meeting in April.
- CFO received approval to finalize LOSAP contribution to be made to Borough Fire volunteers. Funding of accounts is scheduled to be authorized at the April 25th council meeting.
- Cash balances are increasing as we near the 2nd quarter tax bill due date of 5/1/23

Police Update:

Councilman Sickels advised that the Police Committee is in the process of promotions to sergeants. All interviews have been completed. They are now in the final review stages and will be an ongoing process as there are so many patrolmen at this time that are eligible for promotion which is good to see.

March 9, 2023 - The first L.E.A.D. graduation was held for 5th grade students in Corpus Christi, Euclid and Lincoln Schools. After the graduation, light refreshments were offered to graduates and parent. As always, we would like to thank Inserra Supermarkets for the generous donation of refreshments/snacks for the graduates.

March 26, 2023 - Hasbrouck Heights Police hosted Active Shooter Training drills with Wood-Ridge, Carlstadt and Moonachie Police Departments at the Hasbrouck Heights Middle School/High School. In addition to the Police Departments, school administrators from Hasbrouck Heights Middle School, High School, Lincoln, Euclid and Corpus Christi Schools were invited to watch and get insight into the training efforts.

March 27, 2023 - Chief Rinke and Lt. Werner visited with Euclid Masonic Lodge members to discuss safely measures and active shooter threat protocol.

March 30, 2023 - Ptl. Michael Renna presented a lesson on cybersecurity to Girl Scout Troop 97923 of Hasbrouck Heights. In an email, Troop Leader Frances Power stated that Ptl. Renna did an amazing job interacting with the Troop and were grateful for the hospitality displayed by the entire Department.

April 6, 2023 – Lt. Miller and Lt. Werner attended career day at the Hasbrouck Heights High School

April 6, 2023 - Approximately 140 5th grade students from Corpus Christi, Euclid and Lincoln Schools attended the first L.E.A.D. party which was held at Dave and Busters in Wayne. A fun time was had by all who attended.

Within the last month Officers attended, to include but not limited, to the following training classes:

- Introduction to Defensive Tactics
- Basic Crash Investigation
- Interview and Interrogation
- Social Media and Image Crisis

- Financial and White-Collar Crimes
- Executive Leadership Program
- Pro-Active Patrol Tactics
- Heckler & Koch Armorer
- Firearms Instructor
- Rifle Instructor
- L.E.A.D. Instructor
- DRE Refresher Course
- Geofence Investigations

Recreation Update:

Councilman Bing gave the Recreation update. Basketball has concluded with 4 league championship teams for a successful season.

- Recreation Track and Field season has begun, the athletes are practicing 2-3 times per weeks with meets starting soon.
- Recreation Softball has started games this week, we have 9 teams in 3 divisions.
- The rec center continues to be open every Friday throughout the school year. The center will be closed for the summer, the last day will be Friday May 19th
- The Senior center has a lot of fun activities and social gatherings for our local seniors. If you are interested in having a monthly calendar emailed to you, just request one by sending an email to hhrec@aol.com

Land Use/Building Update:

Councilman Bing gave the Building and Land Use update:

Permit totals from March were \$29,621.00. Residential and commercial permits, as well as permits for patios, decks, pools and other outdoor work are being accepted. The duplexes at 502 and 510 Terrace Avenue are nearing completion. Work at the subdivisions at 152 & 154 Bell as well as 239 Walter are proceeding.

The Land Use Board held two meetings in March. The first was on March 1st, where a resolution was introduced for approved variances for Pool Setbacks at 318 Bell Avenue. The application for Minor Subdivision at 120 Jefferson Avenue, was once again discussed and held over. The second meeting was March 15th. A new application for 284-286 Terrace Avenue, for Use Variances and Parking Variances, was heard and approved. The application for 120 Jefferson was denied.

In Property Maintenance, from 3/11/2023 to 4/6/2023, ten complaints were received, all of which were responded to. Twelve warnings were given out. Two contractors were advised they needed permits for work being done. Homeowners have been notified concerning spring maintenance of property as well as trash pickup. Business owners on the Boulevard have been notified regarding maintenance of their property as well.

For the Technology update, Councilman Bing also wanted to thank Vinnie Gareffa and Rob Brady for all their work and also recognize the other items that needed to get addressed and accomplished such as servers getting replaced, computer upgrades, virus and hack attempts that needed to be addressed, phone system replacement and other items that needed to get accomplished this way we were able to move forward.

Social Services Update:

Councilwoman McGuire gave the Social Services Update:

For the month of March 2023, we continued to have a steady flow of residents accessing the Food Pantry for their needs. The Food Pantry is open on Mondays from 9:00am to 11:00am with approximately 20 people each week.

The Cub Scouts and The Boy Scouts held a Scouting for Food Drive this month which resulted in a large amount of donations. This was the 26th year the Scouts held this food drive with great success.

We would like to thank our Food Pantry Volunteers for organizing and stocking shelves, as well as packing bags and distributing the food on Monday mornings. We appreciate all their help.

Thank you also to the residents and various organizations who continue to donate food and gift cards. Hasbrouck Heights is a strong community, and it is comforting to know that we can count on our fellow residents for support during these uncertain times.

Donations to the food pantry are always needed. Items we can always use are pasta, cereal, mac & cheese, canned goods, snack items, toiletries, cup o soup and paper goods. Paper bags and reusable bags are also needed so we can redistribute the food.

Donations are accepted at the Borough Clerk's Office, Monday through Friday between the hours of 9am and 4:30pm.

She also thanked the community for suggesting the Amazon wish list. She advised that the volunteers are putting together an inventory list and that Rob and Vinnie are in the process of making it accessible online and hopefully it can go live starting in June.

Public Works Department Update:

Councilman Kistner gave the Public Works Department update:

STREETS

- Tree trimming and removal is in full swing
- Street sweeping continues, cleaning approximately 5-7 miles of the roadway per day
- 10 tons of asphalt has been used to fill in potholes throughout the Borough
- Stump grinding continues, grinding approximately 32 stumps throughout the Borough
- Catch Basin cleaning and repair has continued

PUBLIC FACILITIES

- The DPW removed all Gym Equipment from the PD basement and placed at the DPW yard
- All windows have been cleaned at the Police Dept. and courtroom
- The emergency lighting in the Courtroom has been fixed along with the Judge's chamber door
- A broken urinal in the Men's Room, by the Courtroom, has been repaired
- The DPW replaced a broken lock to the roof hatch door at the Fire Dept.
- The Franklin Ave. Pump Station has been cleaned and painted
- The shelving and trophies in the old Recreation office have been removed. New shelving has been installed, in the Rec Room, in the basement of Borough Hall, for trophy's
- The molding at the Fire Dept. office was repaired
- The Woodland Park Comfort Station has been cleaned and painted for Spring/Summer. It is now open from 8am to 8pm every day.

PARKS

- 20 tons of new gravel was put down at Woodland Park's stone road and parking lot
- All seasonal water meters have been reinstalled at Woodland Park, Fireman's Memorial, circle, and Central Ave. for sprinkler systems
- Swings at Woodland Park and Central Ave. playgrounds have been replaced. All Playground equipment is checked on a daily basis
- Landscaping has begun at all Borough properties
- The Little League Field has been cleaned for the upcoming season
- 60 yards of black mulch has been put down at all parks
- 10 yards of topsoil has been put down at Woodland Park to fill holes
- Woodland Park Pavilion has been power washed and painted white

Fire Department Update:

Councilman Kistner also gave the Fire Department update. He provided a list of incidents/calls and noted that each was responded to with great professionalism. All of this is also in addition to their everyday tasks / training. He advised that the mutual aid between HH, Woodridge and Lodi is outstanding. He shared that Fire Chief Greco was asked to be on a pod cast for a fire apparatus magazine. Councilman Kistner also stated that the Fire Department did a great job taxiing the Easter Bunny around town on April 1st.

Health Department Update:

Councilman Meli started the Health Department update by sharing that New Jersey is finally color green for Covid with means very low transmission. He advised that the Health Department held a Blood Drive and collected 26 units of blood. He requested that residents remember to renew their dog licenses this way it is on record in case an incident occurs.

Councilman Meli also advised that the library has a lot of activities planned for all ages. The library appeal was also mailed out and if anyone is able to donate, to please do so.

Transportation Update:

In Councilman Hillmann's absence, Councilman Meli read the Transportation update:

The Senior Bus is currently used to provide transportation for our Senior Citizens, (age 62 and older) living in Hasbrouck Heights.

During the month of March 2023, the bus traveled to Shop Rite on Wednesdays with an average of 8 Bus riders each week.

The bus traveled to Stop N Shop & Aldi's twice this month with 4 riders each time.

The bus went to Walmart on March 2 and The Bergen Mall on March 16 with an average of 5 riders.

The bus also provided transportation to the Leisure Club meeting Wednesday, March 8, 2023, for 2 of our seniors.

To register, senior residents may reserve a seat by calling our Senior Bus Driver, Marty at 201-693-8124 or The Borough Clerk's Office 201-288-0195.

Councilman Meli added to the meeting that he is involved with Mickey's Kids. He wanted to thank Corpus Christi School for an amazing job holding a walkathon that raised enough money to make it possible to supply another service dog for the children's specialized hospital.

Mayor DeLorenzo then thanked Acting Borough Clerk, Michelle Sery, all the Council, Department of Public Works, Fire Department and Police Department for a great job hosting the Annual Easter Egg Hunt sponsored by the Mayor's Committee on Community Celebrations. It ran particularly smooth considering the construction of the bleachers that is currently underway down at Depken Field.

Mayor DeLorenzo then asked if anyone from the public would like to come forward with any comments. Seeing no one, he then asked the clerk to read Resolution 66. When done, he asked for a motion to enter into close session which was made by Councilman Bing, seconded by Councilman Kistner and unanimously carried. Mayor DeLorenzo advised that there would be no action taken upon their return from closed session.

BOROUGH OF HASBROUCK HEIGHTS

RESOLUTION NO.: 66

Authorizing Executive Session

Date: April 11, 2023

WHEREAS, N.J.S.A. 10:4-12 allows for a public body to go into closed session during a public meeting, and

WHEREAS, the Mayor and Council of the Borough of Hasbrouck Heights has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public,
and

WHEREAS, the regular meeting of this committee will reconvene,

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Hasbrouck Heights will go into closed session for the following reason as outlined in N.J.S.A. 10:4-12:

_____ Any matter which, by express provision of Federal Law or State Statute or Rule of Court shall be rendered confidential.

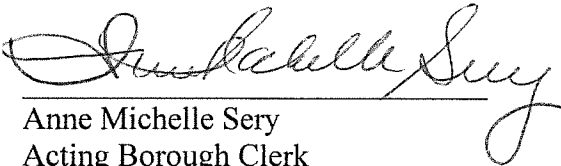
_____ Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

- Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy.
- Any collective bargaining agreement.
- Any matter involving the purchase, lease, sale or acquisition of real property with public funds.
- Any tactics and techniques utilized in protecting safety and property of the public.
- Any pending or anticipated litigation or contract negotiation.
- Any matter involving the employment, appointment, termination of employment, disciplinary action unless individual requests a public meeting.
- Any deliberations of a public body occurring after a public hearing that may result in the imposition of a special civic penalty.

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, the minutes can be made public.

Mayor DeLorenzo requested a motion to return from closed session which was made by Councilman Kistner, seconded by Councilman Sickels and unanimously carried.

Mayor DeLorenzo then requested a motion to adjourn the meeting, which was made by Councilman Bing, seconded by Councilman Sickels and unanimously carried.



Anne Michelle Sery
Acting Borough Clerk