

MAYOR AND COUNCIL
BOROUGH OF CLOSTER

REGULAR MEETING MINUTES – FEBRUARY 23, 2011 - 7:30 P.M.

Mayor Heymann called the meeting to order at 9:00 p.m.

1. PLEDGE OF ALLEGIANCE

Mayor Heymann invited all to join in the Pledge of Allegiance.

2. PROVISIONS OF OPEN PUBLIC MEETINGS ACT STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Act of the State of New Jersey, was included in the Notice of Meetings which was sent to The Record and published on January 9, 2011 and to the Press Journal and published on January 13, 2011, posted on the Municipal Clerk's bulletin board and has remained continuously posted as the required notices under the Statute. In addition, a copy of the notice is and has been available to the public and is on file in the office of the Municipal Clerk.

3. ROLL CALL

Those present were the following:

Mayor Sophie Heymann
Councilpersons Alissa Latner, John Kashwick, Arthur Dolson and Victoria Amitai
Borough Administrator, Quentin Wiest
Borough Attorney, Edward T. Rogan
Borough Clerk, Loretta Castano
Borough Engineer, Nick DeNicola
Chief of Police, David Berrian

The following persons were absent:

Councilman John C. Glidden, Jr.
Councilman David Barad

4. PUBLIC HEARING AND ADOPTION OF THE FOLLOWING ORDINANCE @8:00 P.M. OR AS SOON THEREAFTER AS THE MATTER MAY BE HEARD:

The following Ordinance was introduced at the Regular Meeting held 1/26/11 and was published in The Press Journal on 2/3/11 as stated in the printer's affidavit of publication. Reprint of this Ordinance was posted on the Municipal Bulletin Board in accordance with statutory requirements and copies have been made available to the general public:

ORDINANCE NO. 2011:1086, "AN ORDINANCE AUTHORIZING THE USE OF A THIRD PARTY DISBURSEMENT SERVICE ORGANIZATION FOR PAYROLL" (Received from Administrator 1/24/11)

Mayor Heymann declared a Public Hearing. No one wishing to be heard, Mayor Heymann closed the Public Hearing.

Motion approving adoption of Ordinance No. 2011:1086 was made by Councilman Kashwick, seconded by Councilwoman Amitai and declared carried by Mayor Heymann upon the affirmative vote of Councilpersons Latner, Kashwick, Dolson and Amitai.

5. MAYORAL APPOINTMENT OF KEITH SCHOLZ AS ASSOCIATE MEMBER TO THE ENVIRONMENTAL COMMISSION FOR A 1-YEAR TERM TO 12/31/11 (Requested by Mayor 2/18/11)

Mayor Heymann explained that Associate Members are non-voting members but can contribute to the Commission. She said he is an ideal member and hoped that in the future he would be a full member.

6a. VOTE ON CONSENT AGENDA ITEMS

Motion approving the following Consent Agenda Items minus Item Nos. 10, 11, 12 and 17 was made by Councilman Kashwick, seconded by Councilman Dolson and declared carried upon the affirmative vote of Councilpersons Latner, Kashwick, Dolson and Amitai.

RESOLUTIONS

CLOSTER MAYOR AND COUNCIL
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- 7. BILL RESOLUTION – FEBRUARY 28, 2011
TO BE PREPARED BY DEPUTY TREASURER
- 8. TRANSFER RESOLUTION NO. 5
 (Received from Administrator 2/17/11)
- 9. RESOLUTION (NO. 2) AMENDING TEMPORARY BUDGET APPROPRIATIONS FOR 2011
 (Received from Administrator 2/17/11)
- 10. ~~POSSIBLE APPOINTMENT(S) OF SALARIED EMPLOYEES (NOT MADE AT THE REORGANIZATION MEETING HELD 1/4/11; Adjourned from RM 1/12/11; 1/26/11; 2/9/11): RESOLUTION(S) TO BE PREPARED BY ADMINISTRATOR~~

<u>OFFICE</u>	<u>INCUMBENT</u>	<u>APPOINTEE</u>	<u>TERM</u>	<u>EXPIRATION</u>
DEPUTY COURT ADMINISTRATOR	Ruth F. Murphy, C.M.C.A.	_____	1 Year	12/31/11

- 11. ~~APPOINTMENTS OF THE FOLLOWING SALARIED EMPLOYEES MADE AT THE REORGANIZATION MEETING HELD 1/4/11 (Which have not been accepted at time of preparation of this Agenda) TO BE PREPARED BY ADMINISTRATOR~~

<u>OFFICE</u>	<u>APPOINTEE</u>	<u>TERM</u>	<u>EXPIRATION</u>
DESK DISPATCHER			
PART TIME	<u>Charles X. Anders, IX</u>	Undetermined	
PART TIME	<u>Christopher Elarde</u>	term not	
PART TIME	<u>Neal Richards</u>	to exceed	
PART TIME	<u>Justin Krapels</u>	1 Year	
FIRE PREVENTION			
Inspector/Secretary	<u>Mark Meyers</u>	1 Year	12/31/11
Inspector/Secretary	<u>Alphonso Young, Jr.</u>	1 Year	12/31/11
Inspector/Secretary	<u>Michael Hunken</u>	1 Year	12/31/11
Inspector/Secretary	<u>Brian Pierre</u>	1 Year	12/31/11

Mayor Heymann noted that the above appointees have not signed Oaths of Office and Chief Berrian said that if they are working, they are being paid and he would address the matter with each of the dispatchers.

- 12. ~~RESOLUTION AUTHORIZING THE MAYOR TO SIGN CROWN CASTLE LEASE AMENDMENT (allowing placement of pad and cabinet within existing lease area of cell tower site) (Received from Administrator 2/2/11/Adjourned from RM 2/9/11) REMOVE~~
- 13. RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS PURSUANT TO N.J.S.A. 40A:11-12a. for Commodity/Service: Police Supplies (Ammunition); Vendor: Lawmen Supply Co., NJ Inc., 5521 Whitehorse Pike, Egg Harbor City, NJ 08215-9510; State Contract #A73992; Max. Amt.: \$9,000.00 (Received from Administrator 2/16/11)
- 14. RESOLUTION AUTHORIZING A LENGTH OF SERVICE AWARD PROGRAM (LOSAP) CONTRIBUTION ON BEHALF OF THE (66 members) OF THE CLOSTER VOLUNTEER AMBULANCE AND RESCUE CORPS (Received from Administrator 2/16/11)

MOTIONS

- 15. MOTION APPROVING THE FOLLOWING MAYOR AND COUNCIL MINUTES (Distributed via e-mail on 2/18/11) NO ABSTENTIONS:
 - a. REGULAR MEETING OF FEBRUARY 9, 2011
 - b. WORK SESSION OF FEBRUARY 9, 2011

- 16. MOTION APPROVING THE FOLLOWING *NON-SALARIED* APPOINTMENTS (NOT

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MADE AT THE REORGANIZATION MEETING HELD 1/4/11; ADJOURNED FROM RM 1/12/11;
 1/26/11; 2/9/11):

<u>OFFICE</u>	<u>INCUMBENT</u>	<u>APPOINTEE</u>	<u>TERM</u>	<u>EXPIRATION</u>
IMPROVEMENT COMMISSION				
Member	<u>Vacant</u>	<u>Christina Stratton</u>	2 Years	12/31/12
Alternate No. 1	<u>Pontrelli/vacant</u>		2 Year un- expired	
			(Pereira) to	12/31/11
Alternate No. 2	<u>Jeanette DiCarlo</u>		2 Years	12/31/12

17. MOTION APPOINTING THE FOLLOWING INDIVIDUALS TO FILL THE FOLLOWING
NON-SALARIED APPOINTMENTS MADE AT THE REORGANIZATION MEETING HELD ON
 1/4/11 (Which have not been accepted as of the time of preparation of this Agenda)

<u>OFFICE</u>	<u>APPOINTEE</u>	<u>TERM</u>	<u>EXPIRATION</u>
BOARD OF HEALTH			
Member	<u>Michael Rothschild, MD</u>	4 Years	12/31/14
EMERGENCY MANAGEMENT			
Committee Member	<u>Mark Meyers</u>	1 Year	12/31/11
Committee Member	<u>Michael Hunken</u>	1 Year	12/31/11
BOARD OF ETHICS			
(D) Member			
Public Member	<u>Steve Roland</u>	5 Years	12/31/15
CLOSTER IMPROVEMENT COMMISSION			
Member	<u>Grace Kim Kook</u>	2 Years	12/31/12
RECREATION COMMISSION			
Associate Member	<u>Mark Sheeran</u> D. Pangburn	1 Year	12/31/11
Associate Member	<u>Joseph Yammarino</u>	1 Year	12/31/11
Associate Member	<u>Karen Farber</u>	1 Year	12/31/11
Associate Member	<u>James Thompson</u>	1 Year	12/31/11

18. MOTION GRANTING APPROVAL FOR BOROUGH CLERK TO SIGN STATE OF NEW JERSEY,
 OFFICE OF THE ATTORNEY GENERAL, DEPARTMENT OF LAW AND PUBLIC SAFETY,
 DIVISION OF ALCOHOLIC BEVERAGE CONTROL, APPLICATION FOR SPECIAL PERMIT
 FOR SOCIAL AFFAIR FOR BPO ELKS LODGE #2304, 148 RAILROAD AVENUE, CLOSTER, NJ
 07624, TO DISPENSE WINE, DISTILLED SPIRITS AND MALT ALCOHOLIC BEVERAGES ON
 3/19/11 FROM 12:00 P.M. TO 12:00 A.M. IN ORDER TO OBTAIN CONTRIBUTIONS TO HELP
 PAY MEDICAL BILLS FOR MEMBER OF FAMILY (Completed application received 2/10/11)

19. MOTION GRANTING APPROVAL FOR THE 24TH ANNUAL GEORGE WASHINGTON
 BRIDGE CHALLENGE TO BE HELD PARTIALLY IN THE BOROUGH ON SUNDAY,
 6/12/2011 (Approval of Certificate of Insurance and Hold Harmless Agreement received from Risk
 Management Consultant on 2/10/11)

20. MOTION CREATING AD HOC COMMITTEE TO MAKE RECOMMENDATIONS FOR
 CHANGES TO THE SIGN ORDINANCE (Members as follows: David Watkins, Lewis Lobosco,
 Irene Stella, Paul Demarest, Leonard Sinowitz, Jerry Boyarsky, James Whitney, David Barad,
 Sophie Heymann, Leslie Weatherly, Nada Camali, Eric Mattes (Requested by Mayor 2/17/11)

21. MOTION GRANTING APPROVAL FOR CLOSTER ELKS #2304, TO CONDUCT THE
 FOLLOWING RAFFLES AT 148 RAILROAD AVENUE CLOSTER, NJ 07624, ON 3/19/11
 (Completed Application filed and appropriate fees paid 2/18/11):

- a. ON-PREMISE DRAW RAFFLE FOR MERCHANDISE TO BE HELD FROM
 6 P.M. TO 9 P.M.; DRAWINGS TO BE HELD AT 7 P.M., 8 P.M. AND 9 P.M.
- b. ON-PREMISE 50/50 CASH RAFFLE TO BE HELD FROM 12:00 P.M. TO 12:00 A.M.;
 DRAWING TO BE HELD AT 9:45 P.M.

22. ACCEPTANCE OF THE FOLLOWING REPORTS:

CLOSTER MAYOR AND COUNCIL
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a. CHIEF OF POLICE – JANUARY 2011 (Received 2/17/11)

6b. VOTE ON ITEMS REMOVED FROM THE CONSENT AGENDA

23. OPEN MEETING TO PUBLIC FOR ANY MATTER, PER N.J.S.A. 10:4-12 (a)
(Subject to 5-minute limit per By-Laws General Rule No. 10)

Mayor Heymann opened the meeting to the public. No one wished to be heard.

24. ANY OTHER MATTER WHICH MAY COME BEFORE THE GOVERNING BODY

The Borough Engineer requested that at the next meeting he would like authorization to bid the combined project of Herbert Avenue and the basketball courts along with the resurfacing projects discussed at the Work Session. No objections were expressed by Council members.

24a. Motion appointing Councilman Arthur Dolson as Chairman of the Building Committee pursuant to the Ordinance (Code Ch. 85, "BUILDINGS, UNFIT", Section 4, "Powers of Building Committee, Chairman) was made by Councilman Kashwick, seconded by Councilwoman Amitai and declared carried by Mayor Heymann upon the affirmative vote of Councilpersons Latner, Kashwick, Dolson and Amitai.

Councilwoman Amitai related a complaint from a resident about a neighbor's landscaper who pushes snow onto their driveway. A report was filed with the Police Department. The neighbor is reluctant to change landscapers. Borough Attorney said that a nuisance suit could be initiated and it would be a private dispute not involving the Borough. Chief Berrian asked that the information be provided to him

24b. Motion approving the following Closed Session Resolution at 9:15 p.m. was made by Councilman Kashwick, seconded by Councilman Dolson and declared carried by Mayor Heymann on an affirmative vote of Councilpersons Latner, Kashwick, Dolson and Amitai.

OMNIBUS OPEN PUBLIC MEETINGS ACT RESOLUTION authorizing the governing body Pursuant to N.J.S.A. 10:4-12 to exclude the public from the next portion of the meeting in order to permit the governing body to discuss per N.J.S.A. 10:4-12(b)(7), "Pending or anticipated litigation or contract negotiations" and N.J.S.A. 10:4-012(b)(8), "A matter involving public employees"; and that the items under discussion in the closed meeting would be disclosed to the public at the conclusion of the matters which should be within 6-8 weeks.

25. ADJOURNMENT

Motion to adjourn the Regular Meeting at 9:50 p.m. was made by Councilwoman Latner, seconded by Councilman Kashwick and declared unanimously carried by Mayor Heymann.

Provided to the Mayor and Council
on March 3, 2011 for approval
at the Regular Meeting to be held
March 9, 2011

Loretta Castano, RMC
Borough Clerk

Prepared by Carol Kroepke, RMC,
utilizing recording and Borough Clerk's
notes

Approved at the Regular Meeting held March 9, 2011
Consent Agenda Item No. 28a.

MAYOR AND COUNCIL
BOROUGH OF CLOSTER

WORK SESSION NOTES – FEBRUARY 23, 2011 - 7:30 P.M.

The Mayor and Council of the Borough of Closter held a Work Session at Borough Hall on Wednesday, February 23, 2011. Mayor Heymann called the meeting to order at 7:34 p.m.

1. PLEDGE OF ALLEGIANCE

Mayor Heymann invited all to join in the Pledge of Allegiance.

2. PROVISIONS OF OPEN PUBLIC MEETINGS ACT STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Act of the State of New Jersey, was included in the Notice of Meetings which was sent to The Record and published on January 9, 2011 and to the Press Journal and published on January 13, 2011, posted on the Municipal Clerk's bulletin board and has remained continuously posted as the required notices under the Statute. In addition, a copy of the notice is and has been available to the public and is on file in the office of the Municipal Clerk.

3. ROLL CALL

Those present were the following:

Mayor Sophie Heymann
Councilpersons Alissa Latner, John Kashwick, Arthur Dolson and Victoria Amitai
Borough Administrator, Quentin Wiest
Borough Attorney, Edward T. Rogan
Borough Clerk, Loretta Castano
Borough Engineer, Nick DeNicola
Chief of Police, David Berrian

The following persons were absent:

Councilman John C. Glidden, Jr.
Councilman David Barad

Also present in the audience were: Wanda Worner, Northvale Borough Clerk/Office Manager and Arlene Corvelli, Assistant to the Borough Clerk.

4. PRESENTATION RE PAPERLESS PACKETS
BY WANDA WORNER, BOROUGH CLERK/OFFICE MANAGER,
BOROUGH OF NORTHVALE (13. M.L. 1/27/11/WS 2/9/11)

Wanda Worner gave a half hour presentation/demonstration with three laptops she provided on the procedure she created, self taught, and implemented nine years ago in her municipality regarding paperless Council packets. She explained that at that time, she was asked by Mayor John Rooney, who was pro-computer, to implement this process until it became a reality, which she patented as her own.

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Ms. Worner informed that the paperless packets contain all the documents received in Borough Hall for review by the Council members and include Council meeting Agendas. She explained that the documents are scanned into Word as a .jpg image; and once opened, cannot be altered.

Ms. Worner explained that as the meeting progresses, she types in information; and on the day following the meeting, motions and roll calls are inserted; additional resolutions can be inserted as required. Her resolute deadline is Friday, 12 Noon, for items to be listed on the Agenda which cannot be altered thereafter except by herself. The Agenda is then e-mailed to the Mayor and Council at 3:00 p.m. All documents are scanned through the copy machine and e-mailed in one package that can be saved into one folder on their desktop.

Ms. Worner responded to the following questions posed by the Governing body members and professionals:

She demonstrated to the Mayor and Borough Attorney how notes can be typed next to an item on the Agenda for personal use but cautioned that the items on the Agenda are locked and cannot be changed.

She explained to Mr. Kashwick that everything is wirelessly connected, but that the wireless feature is disabled during meetings; to Mrs. Amitai, she demonstrated how to make notes that could later be e-mailed, if it is compatible, adding that she could also print the Agenda and the notes; to Mr. Dolson, she demonstrated how to make notes and save changes which she explained can be picked up on flash drives; and reassured that the laptops continually store the information; to the Mayor and Borough Attorney, she demonstrated how you can highlight on the Word document and explained that by indicating save/don't save changes, it will be to your own personal document; but she does not know the highlight capability of a pdf; and that there is a search function in Word where you can press Edit and Find; she showed Mrs. Amitai and Mr. Dolson how they can make notes and explained to the Borough Attorney that you could e-mail after the meeting has adjourned, for example a resume, if you had Outlook.

At this time, Arlene proceeded to demonstrate to each person what the view of the meeting materials would look like on an iPad; and explained that, hopefully, the technology to use this method will be available in the near future, but it is not quite there yet.

With no more questions posed by the Governing Body and professionals, Borough Clerk thanked Ms. Worner for her timely presentation and emphasized the need for reduction of paper not only in Borough Hall but at the Council members' homes.

In response to the Borough Clerk's request regarding cost, Ms. Worner informed that the first set of laptop computers, scanning equipment and software were purchased through a bond but the second set was bought at approximately \$500 each through a line item in the current budget. She noted that the laptops are not for personal use and do not leave their Borough Hall without permission. She explained the set up for the mail list, which is e-mailed to each Councilperson prior to the meeting and noted that it can be accessed remotely from any computer, and is saved to the hard drive for reference at the meeting. Ms. Worner informed that only the Council mail is in pdf; the pdf has a Table of Contents view to review each item without scrolling through multiple pages. Individual items on the Agenda are hyperlinked from the Agenda page to the individual item which can be opened and e-mailed or printed out for future use at another meeting or saved to flash drives.

Regarding follow up after the meeting, Ms. Worner explained that the paper back up for each meeting is stored in a folder in a fireproof file cabinet; and the computers are backed up on a regular basis.

Ms. Worner added that in addition to the purchase of the laptops at approximately \$500 to \$700 each, Adobe full write and read software is necessary for use by the Borough Clerk at

approximately \$400 to \$600.

The Members of the Governing Body, the Borough Attorney and Borough Clerk expressed their appreciation for the demonstration.

Mayor Heymann thanked Ms. Worner for her comprehensive presentation as well as Arlene Corvelli for her computer assistance.

5. REVIEW AND DISCUSSION OF COMMUNICATION ITEMS

a. MAIL LIST OF FEBRUARY 10, 2011 - Mayor Heymann asked if any member of the Council or public wished to address any matter or provide any comments. No one wished to remove any items for discussion.

b. MAIL LIST OF FEBRUARY 17, 2011 - Mayor Heymann asked if any member of the Council or public wished to address any matter or provide any comments. The following items were removed by the following individuals: Item No. 3 was removed by Councilman Kashwick

Item No. 3: Received 02/14/11, dated 02/08/11 from Joe Organo, Commander, Leroy S. Mead Post 111 re Requesting the formal name of Veteran’s Park on Herbert Avenue be changed to Veteran’s Monument Park to alleviate confusion with Veterans Memorial Park on Harrington Avenue; and requesting a new sign (similar in construction to the new Hagen Park sign recently installed in that park) to replace the old, weathered sign

Councilman Kashwick expressed his support of the request and noted he does not know how the rest of the Council feels about it. Mayor Heymann explained that over the years this issue has caused a considerable amount of confusion; which means an ordinance because that is how park names are established. She announced that Councilman Barad was not present this evening because he is in Rome; and requested that Mr. Kashwick make notes regarding same for the Ordinance Committee Agenda. The Borough Attorney informed he would research the Ordinance and pass along information regarding same to the Committee. Councilwoman Amitai expressed that several names are similar with common letters as starting names; and suggested that adding a different word all together would help alleviate some confusion. Mayor Heymann agreed that “memorial” is how people commonly refer to the park; and suggested “veterans” be removed. Councilman Kashwick agreed that he usually refers to it as just Memorial Park. Mayor Heymann explained that because the official name is Veterans Memorial Park, it is confusing. No objections were voiced to referring the matter to the Ordinance Committee.

6. REVIEW AND DISCUSSION OF CONSENT AGENDA ITEMS FROM REGULAR MEETING
(Refer to Regular Meeting Agenda of February 23, 2011)

RESOLUTIONS

9. RESOLUTION (NO. 2) AMENDING TEMPORARY BUDGET APPROPRIATIONS FOR 2011
(Received from Administrator 2/17/11)

Borough Administrator explained that the Temporary Budget needs to be revised for a minor amendment.

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At this time, Mayor Heymann referred to the following items on the Consent Agenda and in response to her request, it was agreed that they should be continued on the Agenda until their Oaths have been received indicating acceptance of their positions. She asked in the case of the salaried employees that someone follow up on same and Chief Berrian agreed to address Item No. 11.

11. APPOINTMENTS OF THE FOLLOWING *SALARIED* EMPLOYEES MADE AT THE REORGANIZATION MEETING HELD 1/4/11 (Which have not been accepted at time of preparation of this Agenda) TO BE PREPARED BY ADMINISTRATOR

<u>OFFICE</u>	<u>APPOINTEE</u>	<u>TERM</u>	<u>EXPIRATION</u>
DESK DISPATCHER			
PART TIME	<u>Charles X. Anders, IX</u>	Undetermined	
PART TIME	<u>Christopher Elarde</u>	term not	
PART TIME	<u>Neal Richards</u>	to exceed	
PART TIME	<u>Justin Krapels</u>	1 Year	
FIRE PREVENTION			
Inspector/Secretary	<u>Mark Meyers</u>	1 Year	12/31/11
Inspector/Secretary	<u>Alphonso Young, Jr.</u>	1 Year	12/31/11
Inspector/Secretary	<u>Michael Hunken</u>	1 Year	12/31/11
Inspector/Secretary	<u>Brian Pierre</u>	1 Year	12/31/11

MOTIONS

16. MOTION APPROVING THE FOLLOWING *NON-SALARIED* APPOINTMENTS (NOT MADE AT THE REORGANIZATION MEETING HELD 1/4/11; ADJOURNED FROM RM 1/12/11; 1/26/11; 2/9/11):

<u>OFFICE</u>	<u>INCUMBENT</u>	<u>APPOINTEE</u>	<u>TERM</u>	<u>EXPIRATION</u>
IMPROVEMENT COMMISSION				
Member	<u>Vacant</u>	_____	2 Years	12/31/12
Alternate No. 1	<u>Pontrelli/vacant</u>	_____	2 Year un-expired	
			(Pereira) to	12/31/11
Alternate No. 2	<u>Jeanette DiCarlo</u>	_____	2 Years	12/31/12

17. MOTION APPOINTING THE FOLLOWING INDIVIDUALS TO FILL THE FOLLOWING *NON-SALARIED* APPOINTMENTS MADE AT THE REORGANIZATION MEETING HELD ON 1/4/11 (Which have not been accepted as of the time of preparation of this Agenda)

<u>OFFICE</u>	<u>APPOINTEE</u>	<u>TERM</u>	<u>EXPIRATION</u>
BOARD OF HEALTH			
Member	<u>Michael Rothschild, MD</u>	4 Years	12/31/14
EMERGENCY MANAGEMENT			
Committee Member	<u>Mark Meyers</u>	1 Year	12/31/11
Committee Member	<u>Michael Hunken</u>	1 Year	12/31/11
BOARD OF ETHICS			

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(D) Member			
Public Member	<u>Steve Roland</u>	5 Years	12/31/15
CLOSTER IMPROVEMENT COMMISSION			
Member	<u>Grace Kim Kook</u>	2 Years	12/31/12
RECREATION COMMISSION			
Associate Member	<u>Mark Sheeran</u> D. Pangburn	1 Year	12/31/11
Associate Member	<u>Joseph Yammarino</u>	1 Year	12/31/11
Associate Member	<u>Karen Farber</u>	1 Year	12/31/11
Associate Member	<u>James Thompson</u>	1 Year	12/31/11

7. COMMITTEE REPORTS

A. FINANCE AND TECHNOLOGY - DOLSON (GLIDDEN/ KASHWICK)

- 1) STATUS REPORT RE CLOSTER WEBSITE
- 2) REPORT – Councilman Dolson reported on the following:

a. The Ambulance Corps. held their monthly meeting last week and welcomed two new members; unfortunately they lost three young people who are off to college. Two issues came up that he feels should be shared with the community: the Ambulance Corps. is embarking on their 75th Anniversary as a formation of an organization; and they are probably planning a little celebration for that in late Winter; the second thing is that they are planning a Fund Drive and we hope the community can be as generous as possible to keep that wonderful organization going.

b. Zoning Board of Adjustment had a meeting last week and they managed to get through 1½ applications. They have 15 formal applications and several more outstanding so there is a tremendous backlog. He explained that a lot of it is bulk variances and 4 two-family house issues. They have scheduled a Special Meeting on Monday, 3/7/11, to try to get some of the smaller bulk variance issues out of the way. Mayor Heymann informed that they are hoping to take up the two-family house issue and a long range way of taking care of that issue as part of the Land Use Meeting to be held on 3/18/11; and she requested he prepare something for everyone to think about. Mr. Dolson expressed his confusion as to why all of a sudden there are all of these two-family house issues where they have been in use for years and years; and now all of a sudden they are being cited for that use before the Board. Mayor Heymann disagreed and explained that these issues are not sudden and explained that for homes built after 1940, it becomes incumbent upon the owner to prove that it was a two-family house. As of a few years ago, it was not a problem because they did not require a CCO when there was an exchange in the house. The fact that now there has to be a CO for every sale or new occupant is unearthing these problems; and even if it was a valid two-family, it is almost impossible to prove that it was before 1940 – that is why these things keep popping up. She explained that our rules mitigate against solving a problem readily; and when the Zoning Board tried to do something about it, it was brought to court and rejected. She recommended that they think about what the problem is and start up from scratch because it is an issue.

Mrs. Amitai questioned if there were more than 50 two-family houses and the Mayor responded that there were close to 100 in Closter; but they are not all in contention. She explained that some are legal that have been two-family all along and have been grandfathered, some have owners who don't care; and some come mostly when they are on the market. Mr. Dolson explained they either come to light with a realtor or a "for rent" sign; and all of a sudden, it is in the public view. Mrs. Amitai noted although they are not legal, they have been paying taxes on a two-family house. Mr. Dolson informed that sometimes people use that record as a form of

7. COMMITTEE REPORTS (Continued)

A. FINANCE AND TECHNOLOGY - DOLSON (GLIDDEN/ KASHWICK) (Continued)
substantiation that they've had it for many years when they have the property record card showing they've been assessed for that for many years. He added that people use memories, neighbors and every other possible outlet they can conceive of to prove that it has been in existence. Mayor Heymann agreed that many of the homes have been paying two-family taxes, but that is not considered by our Building Department as being definitive proof. Mrs. Amitai suggested changing the law and everyone agreed. The Mayor affirmed that this is the reason they wish to have further discussions.

c. Mr. Dolson reported that he has not received a response from Kevin Whitney regarding the submission they gave him with the upgrades to the Borough Clerk section of the website.

d. Mr. Dolson has been assigned to review the finance ending statements for 2010 and they all look very good but he does not want to speculate how good until they are formalized because they are in the draft stage; but he is pleased to say they look good. In response to Mayor Heymann he affirmed he received the Income Statements for 2010 and noted that there are some significant line items that are much higher in actuality than were budgeted. Collection of arrears and taxes were one; and the building department was incredible. The Mayor reminded that we don't really know until we get all of the expenses whether we still have that money. Mr. Dolson said it is unfortunate that we have to exercise stern control because people are holding onto purchase orders until the end of the year. We need to get them in sooner because we are still cropping up with 2010 issues on the Bill Resolutions. Next year we will be reinforcing our request to get them in early and informed that at the last meeting he and Dr. Barad were signing payroll vouchers from 2010 which certainly should have been in before the end of the year.

At this time Ms. Castano informed that she has had some discussions with Kevin Whitney and he made some suggestions such as the Borough Clerk's office being able to directly input their own information onto the website and having a portal that would save some of the industrious effort we made. She voiced her opinion that it is difficult getting it all into practice so we will be chiseling away at it little by little.

B. PUBLIC SAFETY - GLIDDEN (DOLSON/LATNER)

1) REPORT – Councilman Glidden was not present this evening, therefore no report was provided. Mayor Heymann asked if Chief Berrian had anything to report in his absence to which he responded that he will be prepared for the next meeting.

C. PUBLIC WORKS - LATNER (AMITAI/GLIDDEN)

1) REPORT – Councilwoman Latner reported that we are somehow getting through the winter and commended the Superintendent's record keeping which has resulted in us getting money back from the 12/26/10 storm. She explained they have been using the new brine system for snow removal as was reported in The Record earlier in the month. Mrs. Latner reported there are a couple of items going out to bid right now.

D. ORDINANCES - BARAD (KASHWICK/AMITAI)

1) REPORT RE ORDINANCE COMMITTEE MEETINGS – In Councilman Barad's absence, Councilman Kashwick was asked by him to provide a report. At the February meeting the Committee discussed the changes to the Historic Preservation Commission language. They also discussed language on the Board of Ethics (ordinance) which was before us at the last

7. COMMITTEE REPORTS (Continued)

D. ORDINANCES - BARAD (KASHWICK/AMITAI) (Continued)

meeting but is being tabled until the next Ordinance Committee meeting for further revisions. They discussed the tree ordinance and are awaiting additional comments from Ray Cywinski (Code Enforcement Official – Trees). The By-Laws were reviewed and copies were distributed at the last meeting, but they need to include the table of organization with that and hope to have it together for the next meeting.

E. HUMAN RESOURCES - KASHWICK (BARAD/DOLSON)

1) REPORT RE PERSONNEL COMMITTEE MEETINGS – Councilman Kashwick reported that the Human Resources Committee met several times to discuss an ongoing HR issue. On 2/26/11 the Committee was scheduled to meet to start reviewing the job descriptions for all of employees but Dr. Barad cannot make that meeting so it will be rescheduled.

2) REPORT RE FOLLOW UP OF MAYOR AND COUNCIL RESOLUTION NO. 15c ADOPTED AT RM 1/12/11 “AUTHORIZING THE FORWARDING OF A PROPOSED REVISION TO THE HISTORIC PRESERVATION ORDINANCE TO THE PLANNING BOARD FOR REVIEW AND COMMENT FOR THE PURPOSES OF CLARIFYING TWO SECTIONS” (WS 1/26/11)

3) REPORT – Councilman Kashwick reported on the following:
a. Shade Tree Commission Arbor Day Celebrations are tentatively scheduled for 4/29/11 at the schools and 4/30/11 probably at one of the parks. The pruning of the Pear trees in the downtown area has been completed and they filed their annual accomplishment report with the state.

b. The Historic Preservation Commission did not meet since his last Council Liaison report but they will be meeting Monday.

c. Environmental Commission had someone from the Friends of the Farm Group – which are volunteers that help manage the people at the farm and the picking attend their meeting. They want to do a multicultural cookbook that contains recipes and stories from local residents who are using produce from the farm. They came up with an interesting concept of relating the food to someone’s heritage. At this time, he invited Beth Ravit, Chair of the Environmental Commission, to explain further.

Beth Ravit, 460 Piermont Road, wanted to bring this idea before the Mayor and Council because the Farm is Borough-owned property; they thought this was something this body should decide if they are comfortable with. She informed that the Friends of the Farm Group have approached people in the private sector; and one of those companies has been Whole Foods in Ridgewood. They have asked if through their community environmental support programs, which Whole Foods operates for numerous non-profit organizations, if Whole Foods would be willing to provide support to print the book; and they are waiting to hear back. The Commission wanted the Mayor and Council to know that the farm group has reached out to that company. Dr. Ravit explained that the idea is the cookbook would be sold which would create a revenue stream that they would like to use for programming and educational activities at the farm; and if that happened, they would need to work with Mr. Wiest to decide how to track that income and those expenditures. For a number of reasons they felt the project should come before this body. The group also did a tie-in with the schools and reached out to the grade schools. The children sent home a request to various families to see if they would like to provide stories or recipes to go into the book; and they hope this will increase public awareness that the farm is there and what it does.

7. COMMITTEE REPORTS (Continued)

E. HUMAN RESOURCES - KASHWICK (BARAD/DOLSON) (Continued)

They also reached out to the high school art students, who would do the layout and graphic design. She explained that there is a lot of community support along with the volunteers at the farm for the project.

In response to Mayor Heymann she explained the timeline would have something in print before the end of the Summer. They talked about the idea of working with the high school for the senior service credits, for which the letters have just gone out. Last year they had 8 volunteers from the program that worked on the trails so they thought reaching into the art student community was another way to pull those students into the Borough and the Environmental Commission project.

Mr. Kashwick thanked Dr. Ravit for her time.

Mr. Kashwick reported that the Green Team met last Wednesday. He asked the Mayor if she had discussions with Philip Gotthelf regarding lighting downtown, to which she affirmed. In answer to his question, she replied that she feels it is a bit premature because the lighting that is currently downtown has a limited life. She explained that essentially a recommendation was made by the DPW to replace one section of the light ballast and the bulbs every few years so that we can keep up with it like pruning. What Philip Gotthelf recommended was MIL (magnetic induction lighting) which is apparently a system that is more current than a lot of the incandescent and LED systems that we are using; and is much more efficient and economical and would save replacement costs. She informed that Mr. Wiest has more information on that as well.

Mr. Kashwick informed that the water company has given permission to keep the gates open for the trail extension. Mayor Heymann explained that the water company will sponsor a half marathon around the water company property in the Fall. They have called a meeting next week of all the towns that are involved so that is something he can look forward to.

F. PRIVATE CONSTRUCTION, LAND USE, ZONING ENFORCEMENT & NEW BUILDINGS – AMITAI (BARAD/DOLSON)

1) REPORT – Councilwoman Amitai reported on the following:

a. The Building Department did not meet this week but they will be meeting next week. Mrs. Amitai voiced her concern that when she tried calling the Building Department a couple of times earlier today, she was unable to reach them by phone; she informed she would look into it.

b. The Closter Improvement Commission met last night; and she informed that Wilson Reimers is the Chair. They welcomed a new member and have three potential new members for the next meeting. The new trash receptacles are placed in the Renaissance District; and the DPW was nice enough to place the 7 receptacles. They hope to acquire another 6-9 receptacles depending on budgetary confines in the next year or so. There was also discussion about bringing in some community spirit such as a swap-type garage sale or a square dance at the MacBain Farm or indoors at Tenakill School if the weather is inclement. Mrs. Amitai questioned if the Environmental Commission was taking care of the barn at the MacBain Farm, and informed that one of the Buzzoni family members does historic preservation restoration work and suggested they inquire with him about whatever is being built and give him the opportunity to bid on it. Mr. Reimers told the CIC about the Green Team which he is on and he spoke about the magnetic induction lighting which is very expensive but is long lasting. It was mentioned that Tenafly uses

7. COMMITTEE REPORTS (Continued)

E. HUMAN RESOURCES - KASHWICK (BARAD/DOLSON) (Continued)
the MIL and we should consider reaching out to them for their insight.

Mrs. Amitai reported there has been a request to paint or “beef up” the intersection near Starbucks because it is a very dangerous intersection. She clarified for the Chief that she was referring to Closter Dock (Road) and Oakland (Avenue). He informed her that the DPW starts their painting after the Spring. The Borough Engineer informed that the County is scheduled to pave that area though he is not sure when; likely sometime after Spring. Mrs. Amitai suggested painting the crosswalk brighter and Mayor Heymann voiced her opinion that getting out of Heidenberg Plaza is horrendous. Mrs. Amitai said there were some safety concerns about this intersection, asked that this body think about the issue and suggested maybe the Borough Engineer had some thoughts on it. She suggested perhaps red flags be put up to draw more attention to the area.

Mrs. Amitai informed that they received another request to consolidate the signs on Piermont Road at Closter Dock (Road). She noted there must be half a dozen signs there and questioned who they could address about this. Chief Berrian responded that he would have Billy Dahle and Sgt. McLaughlin take a look at the area and report back on same.

c. The Planning Board Sub-committee last met in December and they are planning a meeting for some time in March.

At this time, Mrs. Amitai requested a Closed Session regarding a few Building Department matters. Mayor Heymann announced that this Thursday, 2/24/11 the Planning Board is meeting with the Planner who is providing the Historic Plan Element for the Master Plan. She voiced her opinion that it is a very interesting plan discussion and it bears on Closter’s history as well as its future. She suggested that the more people who participate; the more it will represent what the Borough really wants.

At this time, Mayor Heymann asked if Chief Berrian wanted to introduce the new Officer in charge. The Chief informed that he was going to have Dennis (Kaine, Det. Sgt.) start attending as of the next meeting; and that they are preparing a report together for the Mayor and Council which Dennis will deliver.

7. OLD BUSINESS

The Borough Attorney referred to a letter from James Whitney relative to a structural hazard at 131 West Street. There is an ordinance in place that provides the procedure for a Committee with a hearing officer to hear an application on the condition of the structure. The property owner must be notified and provided with a period of time to rectify the problems. The property in question is in foreclosure and in a dilapidated state creating a health risk to the Borough. The Mayor and Council needs to designate a Chairman of the Committee but it should not be the Construction Official. After a decision at a hearing, the building could eventually be demolished and the cost of same be placed as a municipal lien on the property.

Steve Isaacson, 97 Columbus Avenue, suggested traffic bumps at pedestrian cross walks and pavers or white hash marks. He cautioned the Council to be careful of PDF documents and voiced

his opinion that programs to prohibit alterations are well worth the expenditure. He cited a cyber law issue and questioned whether e-mail Council communication of more than four people is considered a quorum and you're holding a public meeting behind closed doors. Borough Attorney said it is; Mr. Kashwick explained that there shouldn't be e-mail discussion on the Agenda between Council members prior to the meeting; and Borough Attorney clarified that any changes to the Agenda would be discussed at the next meeting. Mr. Isaacson referred to e-mail about Closter Recreation's maintaining an e-mail list and noted that recreation is funded by taxpayer dollars. Mayor Heymann explained that a very small portion is funded by the Borough. He voiced his understanding that holiday announcements such as Labor Day and Memorial Day would only be sent to those families involved in recreation and felt that these items should be on the website and do not need to be e-mailed. Mr. Isaacson voiced his concern that during the School Election only a small section of the Borough would be reminded to vote. Mayor Heymann said that the Borough publicizes all activities on the website. Mr. Isaacson noted that approximately 6 months ago he requested an audit of Recreation and he has not received same as yet. Borough Administrator said that Recreation is included in the Borough Audit and same is on the website. Mayor Heymann said that Recreation is more than just the formal team programs and includes active parks for jogging and running for everyone's benefit.

8. NEW BUSINESS

The Borough Engineer advised that there is approximately \$80,000 remaining in the 2009 Road Resurfacing Program and said that Ruckman Road from the Department of Public Works 600 feet to Reuten Drive and the section of Durie Avenue from Valley Road 500 feet to the CSX Railroad crossing need to be resurfaced in addition to the Borough Parking Lot that was requested by Mayor Heymann. He said that the remaining funds would cover the roads but not the parking lot. Hickory Lane would cost over \$500,000 due to drainage and curbing. He said that the cracks in the parking lot are due to the underlying sub-base material and is an expensive proposition. He said that the Borough could seal the cracks temporarily to address some of the problems but same is not a long-term solution. Infrared is not used to repair cracks but can be used for potholes. Paving of roads is a most effective use of the funds. He said that the problem with the pavers with holes consists of cars leaking oil and snowplowing but they are good for access roadways that are not regularly used. Councilwoman Amitai expressed support for the road resurfacing. Borough Administrator questioned if the parking lot could be included with the resurfacing bid; and Borough Engineer said that inclusion could be beneficial and improve the bid price. Crack sealing could be done by the Department of Public Works but that professionals, who do the work all the time, would do a better job. It was decided that the crack sealing of the parking lot would be included with the resurfacing bid for the portions of Ruckman Road and Durie Avenue.

9. OPEN MEETING TO THE PUBLIC FOR ANY MATTER PER NJSA 10:4-12(A) (SUBJECT TO A 5-MINUTE LIMIT PER GENERAL RULE NUMBER 10) EXCEPT FOR ITEMS SCHEDULED FOR PUBLIC HEARING AT THE REGULAR MEETING
10. DISCUSSION OF PUBLIC COMMENTS, IF APPROPRIATE
11. ANY OTHER MATTER WHICH MAY PROPERLY COME BEFORE THE GOVERNING BODY

12. ADJOURNMENT

Motion to adjourn the Work Session at 8:58 p.m. was made by Councilman Kashwick, seconded by Councilwoman Amitai and declared unanimously carried by Mayor Heymann.

Provided to the Mayor and Council
on March 3, 2011 for approval
at the Regular Meeting to be held
March 9, 2011.

Loretta Castano, RMC
Borough Clerk

Prepared by Arlene Corvelli and
Carol Kroepke, RMC, utilizing recording
and Borough Clerk's notes

Approved at the Regular Meeting held March 9, 2011
Consent Agenda Item No. 28b.