



MINUTES
BOROUGH OF EMERSON
MAYOR AND COUNCIL
December 1, 2015
7:30 P.M.
Borough Hall-Council Chambers
Emerson, NJ 07630



I. CALL TO ORDER

Mayor Lamatina called the meeting to order at 7:33 p.m. and identified the emergency exits.

II. ROLL CALL

Mayor Lamatina asked Ms. Dietsche to call the roll of the Governing Body.

Present: Mayor Lamatina, Councilwoman DiPaola, Councilman Knoller, Councilman Paino, Council President Rivers, Councilman Tripodi, Councilman Worthington

Also present were Borough Administrator Robert S. Hoffmann, Borough Attorney Wendy Rubinstein and Borough Clerk Jane Dietsche.

III. PROCLAMATIONS & CITATIONS

☞ **Motion** to add a Proclamation honoring Borough Administrator Robert S. Hoffmann's Election as President of the New Jersey Municipal Management Association was **moved** by Council President Rivers, **seconded** by Councilman Knoller and carried unanimously.

- Honoring Borough Administrator Robert S. Hoffmann's Election as President of the New Jersey Municipal Management Association
- Emerson Boys Varsity Soccer – Congratulations on a Stellar Season

IV. APPOINTMENTS/RESIGNATIONS

Mayor Lamatina announced that there were no appointments or resignations.

V. MINUTES FOR APPROVAL

- Special Meeting Minutes of November 4, 2015
- Closed Session Meeting Minutes of November 4, 2015

☞ **Motion** to approve the Special and Closed Session Meeting Minutes of November 4, 2015 was **moved** by Councilman Knoller, **seconded** by Councilman Worthington and carried by a roll call vote of 5-0.

YES: DiPaola, Paino, Rivers, Knoller, Worthington

ABSTAIN: Tripodi

- Regular Meeting Minutes of November 10, 2015
- Closed Session Meeting Minutes of November 10, 2015

☞ **Motion** to approve the Regular and Closed Session Meeting Minutes of November 10, 2015 was **moved** by Council President Rivers, **seconded** by Councilman Paino and carried unanimously.

VI. FINANCIAL BUSINESS

- 304-15 Bill List

☞ **Motion** to approve Resolution No. 304-15 Bill List was **moved** by Councilman Worthington, **seconded** by Councilman Knoller and carried by a roll call vote of 6-0.

RC: Council members:

YES: DiPaola, Tripodi, Paino, Rivers, Knoller, Worthington

- 305-15 Change Order Reduction – 2014 Pascack Valley Cooperative Road Resurfacing Program in the amount of \$77,231.99

☞ **Motion** to approve Resolution No. 305-15 Bill List was **moved** by Councilman Paino, **seconded** by Councilwoman DiPaola and carried by a roll call vote of 6-0.

RC: Council members:

YES: DiPaola, Tripodi, Paino, Rivers, Knoller, Worthington

- 306-15 Change Order Reduction – 2015 Municipal Road Paving Program in the amount of \$19,424.18

☞ **Motion** to approve Resolution No. 306-15 Change Order Reduction – 2015 Municipal Road Paving Program in the amount of \$19,424.18 was **moved** by Councilman Paino, **seconded** by Councilwoman DiPaola and carried by a roll call vote of 6-0.

RC: Council members:

YES: DiPaola, Tripodi, Paino, Rivers, Knoller, Worthington

VII. UNFINISHED BUSINESS

Mayor Lamatina announced that there was no unfinished business.

VIII. NEW BUSINESS

- Library Board of Trustee terms – Mr. Hoffmann discussed the term expirations of Library Board of Trustee members as it related to a change to the ordinance adopted in 2014. He explained that four members' terms would expire in 2015 and based on the ordinance change, each member would be reappointed for a five year term. The Governing Body consensus was to have the Borough Attorney review this item and report back at the next meeting.

IX. INTRODUCTION OF ORDINANCES

X. ADOPTION OF ORDINANCES

Mayor Lamatina announced that no ordinances were being introduced or adopted

XI. REPORTS

- Borough Administrator Robert Hoffmann reported on the following
 - The Borough of Westwood was scheduled to discuss drainage plans that also impacted locations in Emerson at their meeting that evening and he would report back on their discussions.
 - The Borough's Annual Christmas Tree Lighting was scheduled for Wednesday, December 2nd at 6:00 p.m.
 - Information Technology bid specs for 2016 with a renewal option for 2017 were released and due back by December 10th.
 - He thanked the Governing Body for passing the two resolutions during the Financial Business portion of the meeting. He noted that these resolutions would allow the CFO to certify funds available for the Main Street/Linwood Avenue NJDOT project and award a contract for a new DPW dump truck.
 - To date, the Borough had received 12 resumes for the open DPW Superintendent position and 39 resumes for the Finance Assistant position.
 - Bids were scheduled to be opened for the Recycling Collection and Disposal Services for paper for 2016. This one year contract would allow the Borough to match up the Recycling and Garbage Contracts which were up for renewal in 2017, providing the opportunity to receive better unit pricing.
 - Bids were scheduled to be opened on December 22nd at 10:00 a.m. for a DPW dump truck and at 11:00 a.m. the same day for the Banking Services contract.
 - The RFQ for Professional Services for various attorney positions within the Borough was scheduled to be discussed at the December 15th meeting. He requested feedback on how to analyze the responses that had been submitted. Governing Body consensus was to set up a subcommittee consisting of Mayor Lamatina, Councilman Worthington and Councilman Knoller to go through the RFQ's and select the finalists to be interviewed.
 - He explained that the resolution to award the Cleaning Bid Contract for 2016 to Winnett's Cleaning Service was on the Consent Agenda. More services were included in the specifications and the responses they received were very competitive.
 - On November 24th he had met the owners of Old Hook Farm and they discussed their plans for the future. The owners hoped to continue organic farming at this location for at least two more generations.

XII. PUBLIC COMMENT

☞ **Motion** to open the meeting to comments from the public was **moved** by Council President Rivers, **seconded** by Councilman Knoller and carried at 8:30 p.m.

Dot Haight, 84 Lincoln Boulevard asked questions about the final plans for Kinderkamack Road improvements and COAH regulations related to a property in the Borough.

Seeing no more hands, Mayor Lamatina asked for a motion to close the meeting to comments from the public.

☞ **Motion** to close the meeting to comments from the public was **moved** by Council President Rivers, **seconded** by Councilman Tripodi and carried at 8:33 p.m.

XIII. RESOLUTIONS ON CONSENT AGENDA NO. 307-15

☞ **Motion** to approve Consent Agenda #307-15 was **moved** by Councilman Knoller, **seconded** by Councilman Worthington and carried by a roll call vote of 6-0.

RC: Council members:

YES: DiPaola, Tripodi, Paino, Rivers, Knoller, Worthington

- Ca 308-15 Award Cleaning & Maintenance Contract for 2016 with a renewal option for 2017 to Winnett's Cleaning for \$24,000.00 from January 1, 2016 through December 31, 2016 plus two extra acid washes @\$300 each for a total of \$24,600.00
- Ca 309-15 Bergen Municipal Employee Benefits Fund - Resolution to Renew
- Ca 310-15 Rich's Automotive – Authorize Municipal Approval Certificate for Used Motor Vehicle Dealer License
- Ca 311-15 Extend probation of Police Officer Brendan Rizza
- Ca 312-15 Extend probation of Police Officer George Fujita
- Ca 313-15 Authorize the purchase of cameras for Police cars and Borough facilities
- Ca 314-15 Tax Overpayment in the amount of \$1,909.04 – 52 Broad Street
- Ca 315-15 Ratify temporary employment for Finance Office
- Ca 316-15 Transfer of Funds
- Ca 317-15 Chapter 159 – NJDOT Municipal Aid Program Grant Main Street/Linwood Avenue (Section 2) in the sum of \$149,000.00

XIV. CLOSED EXECUTIVE SESSION - Resolution No. 318-15

☞ **Motion** to go into an executive session to discuss matters exempt from the public as duly noticed by Resolution No. 318-15 was **moved** by Councilman Knoller, **seconded** by Council President Rivers and carried by a roll call vote of 6-0.

RC: Council members:

YES: DiPaola, Tripodi, Paino, Rivers, Knoller, Worthington

- #15-12/01-76 Personnel - DPW Hire N.J.S.A. 10:4-8
- #15-12/01-77 Personnel – Municipal Court N.J.S.A. 10:4-8
- #15-12/01-78 Personnel - Volunteers N.J.S.A. 10:4-8
- #15-12/01-79 Personnel - Police Interviews N.J.S.A. 10:4-8

XV. RECONVENE

☞ **Motion** to reconvene was **moved** by Councilwoman DiPaola, **seconded** by Councilman Worthington and carried at 9:12 p.m.

The Governing Body and Police Chief Rossi returned to open session to discuss the composition of the Police Department as well as staffing and scheduling requirements. There was debate as to whether there was a need to hire one or two new officers.

☞ **Motion** to hire two probationary patrol officers was **moved** by Council President Rivers, **seconded** by Councilman Knoller and carried by a roll call vote of 5-1.

RC: Council members:

YES: Tripodi, Paino, Rivers, Knoller, Worthington

NO: DiPaola

☞ **Motion** to return to an executive session to discuss matters exempt from the public as duly noticed by Resolution No. 318-15 was **moved** by Council President Rivers, **seconded** by Councilman Knoller and carried at 9:25 p.m.

☞ **Motion** to reconvene was **moved** by Council President Rivers, **seconded** by Councilman Knoller and carried at 11:03 p.m.

☞ **Motion** to approve Resolution No. 319-15 to extend a conditional offer of employment to Sean Croal as a Probationary Patrol Officer with the Emerson Police Department effective January 1, 2016 for a probationary period of 12 months was **moved** by Council President Rivers, **seconded** by Councilman Knoller and carried by a roll call vote of 6-0.

RC: Council members:

YES: DiPaola, Tripodi, Paino, Rivers, Knoller, Worthington

☞ **Motion** to approve Resolution No. 320-15 to extend a conditional offer of employment to Nelson Sanchez as a Probationary Patrol Officer with the Emerson Police Department effective January 1, 2016 for a probationary period of 12 months was **moved** by Council President Rivers, **seconded** by Councilman Knoller and carried by a roll call vote of 5-0.

RC: Council members:

YES: Tripodi, Paino, Rivers, Knoller, Worthington

ABSTAIN: DiPaola

☞ **Motion** to approve Resolution No. 321-15 authorizing the Borough Administrator, with the assistance of the DPW Superintendent and DPW Foreman, to hire as soon as possible a permanent full time Road Laborer for the Emerson Department of Public Works was moved by Councilman Paino, seconded by Councilwoman DiPaola and carried by a roll call vote of 6-0.

RC: Council members:

YES: DiPaola, Tripodi, Paino, Rivers, Knoller, Worthington

XVI. ADJOURNMENT

With no other business to address, at the request of Mayor Lamatina, a motion to adjourn was **moved** by Councilman Knoller, **seconded** by Council President Rivers and carried at 11:08 p.m.

Respectfully submitted,

Jane Dietsche, RMC
Borough Clerk