



MINUTES
BOROUGH OF EMERSON
MAYOR AND COUNCIL
May 1, 2018
7:30 P.M.
Borough Hall-Council Chambers
Emerson, NJ 07630



I. CALL TO ORDER

Mayor Lamatina called the meeting to order at 7:32 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, Councilman Bayley, Councilwoman DiPaola, Councilman Falotico, Council President Knoller, Councilwoman Wolf

Absent: Councilman Downing

Also present were Borough Administrator Robert Hoffmann, CFO Lauren Roehrer, Borough Auditor Gary Higgins, Borough Attorney Wendy Rubinstein and Borough Clerk Jane Dietsche.

III. EXCUSED ABSENCE OF GOVERNING BODY MEMBER

- Councilman Bayley for his absence from the Regular Meeting of April 17, 2018

☞ **Motion** to excuse the absence of Councilman Bayley from the Regular Meeting of April 17, 2018 was **moved** by Councilwoman DiPaola **seconded** by Councilman Falotico and carried unanimously.

IV. PROCLAMATIONS & CITATIONS

- Kids to Parks Day Proclamation

V. APPOINTMENTS/RESIGNATIONS

- Resolution No. 142-18 Authorize Appointment of Robert S. Hoffmann as the Qualified Purchasing Agent for the term of January 1, 2018 through December 31, 2018 Pursuant to N.J.S.A. 40A:11-3A and N.J.A.C. 5:34-5 et seq.

☞ **Motion** to adopt Resolution No. 142-18 Authorize Appointment of Robert S. Hoffmann as the Qualified Purchasing Agent for the term of January 1, 2018 through December 31, 2018 Pursuant to N.J.S.A. 40A:11-3A and N.J.A.C. 5:34-5 et seq. was **moved** by Council President Knoller **seconded** by Councilman Falotico and carried by a roll call vote of 5-0.

RC: Council members:

YES: DiPaola, Bayley, Wolf, Knoller, Falotico

VI. MINUTES FOR APPROVAL

- Regular and Closed Session Meeting Minutes of April 17, 2018

☞ **Motion** to approve the Regular Meeting Minutes as amended and the Closed Session Meeting Minutes of April 17, 2018 was **moved** by Council President Knoller, seconded by Councilman Falotico and carried unanimously.

VII. FINANCIAL BUSINESS - PUBLIC HEARING - 2018 MUNICIPAL BUDGET

- Resolution No. 143-18 Self-Examination of Budget

☞ **Motion** to approve Resolution No. 143-18 Self-Examination of Budget was **moved** by Council President Knoller, **seconded** by Councilman Bayley and carried by a roll call vote of 5-0:

RC: Council members:

YES: DiPaola, Bayley, Wolf, Knoller, Falotico

- Resolution No. 144-18 Waiver of Reading in Full of the 2018 Municipal Budget

☞ **Motion** to approve Resolution No. 144-18 Waiver of Reading in Full of the 2018 Municipal Budget was **moved** by Council President Knoller, **seconded** by Councilman Falotico and carried by a roll call vote of 5-0:

RC: Council members:

YES: DiPaola, Bayley, Wolf, Knoller, Falotico

- Public Hearing on 2018 Municipal Budget

☞ **Motion** to open the meeting to comments from the public on the 2018 Municipal Budget was **moved** by Council President Knoller, **seconded** by Councilman Falotico and carried unanimously at 7:37 p.m.

Seeing no hands, Mayor Lamatina asked for a motion to close the meeting to comments from the public on the 2018 Municipal Budget.

☞ **Motion** to close the meeting to comments from the public on the 2018 Municipal Budget was **moved** by Council President Knoller, **seconded** by Councilman Falotico and carried unanimously.

- Resolution No. 145-18 Adoption of the 2018 Municipal Budget

Borough Auditor Gary Higgins said the Borough's budget had a decrease in taxes of .1% per \$100.00 of assessed valuation on a home of approximately \$440,000.00, which is the Borough average. This equated to a \$4.40 decrease in the municipal portion of the tax bill. The overall budget went up 2.24%, a modest increase based on the Borough's bound contractual obligations. The surplus used in the budget was up from last year. The amount of fund balance regenerated for future use was still greater than in the past, but equal to the same percentile, 38%, as the Borough used in 2017.

Councilwoman DiPaola commented that the Borough needed to work on lowering its legal costs.

☞ **Motion** to approve Resolution No. 145-18 Adoption of the 2018 Municipal Budget was **moved** by Council President Knoller, **seconded** by Councilman Falotico and carried by a roll call vote of 5-0 at 7:44 p.m.:

RC: Council members:

YES: DiPaola, Bayley, Wolf, Knoller, Falotico

VIII. UNFINISHED BUSINESS

- Proper procedures – Historic Designation

Mayor Lamatina requested that this item be carried to the next meeting due to the need to review materials recently distributed by the Borough Attorney.

☞ **Motion** to carry Proper Procedures – Historic Designation to the May 15th meeting was **moved** by Councilwoman DiPaola, **seconded** by Council President Knoller and carried unanimously.

- Resolution No. 146-18 Authorization to take appropriate actions to allocate Community Development Block Grant funding for drainage improvements in the Continental Woods neighborhood (Mod IV)

Mr. Hoffmann explained that the Borough had the opportunity to do one more project in the Continental Woods area before June 30th. The resolution would allow the solicitation of quotes from contractors who had already bid on the previous project at that location. This was part of the \$140,000.00 in grant funding that the Borough received. After going out to bid for the project, it came in at \$98,000.00 and the contractor was able to complete the project a week ahead of schedule and under budget. Since the contract was being reduced by an additional \$7,500.00 so instead of giving grant funding back, Resolution No. 146-18 would give the Borough the opportunity to try and do one more project and not give as much grant funding back. Mr. Hoffmann suggested doing George Road and Dogwood Lane first where there had been a significant accumulation of water over the past few years.

☞ **Motion** to approve Resolution No. 146-18 Authorization to take appropriate actions to allocate Community Development Block Grant funding for drainage improvements in the Continental Woods neighborhood (Mod IV) was **moved** by Council President Knoller, **seconded** by Councilman Bayley and carried by a roll call vote of 5-0:

RC: Council members:

YES: DiPaola, Bayley, Wolf, Knoller, Falotico

IX. NEW BUSINESS

Mayor Lamatina announced that there was no new business.

X. INTRODUCTION OF ORDINANCES

First Reading:

Mayor Lamatina announced that there were no ordinances being introduced.

XI. ADOPTION OF ORDINANCES

Second Reading & Public Hearing:

1557-18 AN ORDINANCE TO FIX THE SALARIES, WAGES, COMPENSATION AND OTHER TERMS OF EMPLOYMENT OF CERTAIN EMPLOYEES OF THE BOROUGH OF EMERSON FOR THE CALENDAR YEAR 2018

☞ **Motion** to open the meeting to comments from the public on Ordinance No. 1557-18 only was **moved** by Council President Knoller, **seconded** by Councilman Falotico and carried at 7:50 p.m.

Seeing no hands, Mayor Lamatina asked for a motion to close the meeting to comments from the public on Ordinance No. 1557-18 only.

☞ **Motion** to close the meeting to comments from the public on Ordinance No. 1557-18 only was **moved** by Council President Knoller, **seconded** by Councilman Falotico and carried at 7:51 p.m.

☞ **Motion** to adopt Ordinance No. 1557-18 on second reading was **moved** by Council President Knoller, **seconded** by Councilman Falotico and carried by a roll call vote of 5-0:
RC: Council members:
YES: DiPaola, Bayley, Wolf, Knoller, Falotico

XII. REPORTS

- Borough Administrator Robert Hoffmann reported on the following:
 - He thanked the Governing Body for completing the MEL/JIF Safety Training class before the May 1st deadline and noted that their conscientiousness would save the Borough \$2,000.00 in liability insurance premiums in the first quarter of 2019.
 - He and Ms. Dietsche thanked the professional staff, elected officials and volunteer members of boards and commissions for filing their mandatory Financial Disclosure Statements before the deadline.
 - On Thursday evening, April 26th, he and Council President Knoller, the Community Development liaison, had made a presentation before the Pascack Valley Sub-Region for additional Community Development grant funding to continue the drainage work in the Continental Woods neighborhood. He thanked the whole Governing Body for taking action at the April 17th meeting which allowed the Borough to amend its grant application and ask for an increase in grant funding from \$60,000.00 to \$160,000.00. Recommendations would not be finalized until Bergen County received its funding allocation from the federal government. If they were successful, the drainage work in the whole neighborhood could be completed a couple years earlier than anticipated. This project impacts a total of 534 homes and would ensure that all drainage issues in that area were addressed. He noted that their application was well received by their Pascack Valley colleagues; a second meeting would be scheduled with the Community Development Sub-Region once the final funding was received from the federal government.
 - He discussed the Mayor's Proclamation about the 8th Annual Kids to Parks Day and said they hoped to make it an annual event.
Councilwoman DiPaola had offered to help coordinate a walk in the woods to get people into the natural environment. Councilwoman DiPaola explained that this initiative was brought to her attention by a resident and she thought they should do something simple like a walk in the Emerson Woods with children this year. She hoped that next year the Environmental Commission and Recreation Commission would get involved and have a day in the park event with games for families.
 - He would be meeting with Councilman Falotico on Friday to review an updated list of pedestrian safety issues.
 - He and DPW Superintendent Perry Solimando had met with Library Director Camille Valentino that morning to look at possible sites for a shade pavilion. They also planned to work the pavilion into the library's programs. Borough Engineer Gary Ascolese would help with the exact siting.

Councilwoman DiPaola noted that she was the liaison to buildings, grounds, parks and utilities as well as the library and asked to be included in the next meeting.
- Friday, May 4th would mark his third anniversary as Borough Administrator. He thanked Mayor Lamatina, Council President Knoller and Councilwoman DiPaola for being part of the 2015 Governing Body that chose to hire him. He also thanked the 2018 Governing Body for working with him on many exciting projects. He closed by saying that Emerson was an exciting place to be and it was an exciting time and thanked everyone for their support.

XIII. PUBLIC COMMENT

☞ **Motion** to open the meeting to comments from the public was **moved** by Council President Knoller, **seconded** by Councilman Falotico and carried at 7:58 p.m.

Seeing no 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 Councilwoman DiPaola, **seconded** by Councilman Falotico and carried at 7:59 p.m.

XIV. RESOLUTIONS ON CONSENT AGENDA NO. 147-18

☞ **Motion** to approve Consent Agenda No. 147-18 was **moved** by Council President Knoller, **seconded** by Councilman Falotico and carried by a roll call vote of 5-0:

RC: Council members:

YES: DiPaola, Bayley, Wolf, Knoller, Falotico

CA 148-18	Change Order #1 Pine Drive Drainage Improvements Phase I and Phase II
CA 149-18	Authorize Boswell Engineering to prepare estimate for Open Space grant application for shade pavilion and grant equipment
CA 150-18	Amend Resolution No. 50-18 to conform with Local Finance Notice 2016-10 on health benefit waiver payments

XV. CLOSED EXECUTIVE SESSION - Resolution No. 151-18

☞ **Motion** to go into an executive session to discuss matters exempt from the public as duly noticed by Resolution No. 151-18 was **moved** by Council President Knoller, **seconded** by Councilman Falotico and carried by a roll call vote of 5-0 at 7:59 p.m.

RC: Council members:

YES: DiPaola, Bayley, Wolf, Knoller, Falotico

#18-05/01-14	Contract Negotiations – Vivian Avenue Drainage Project	N.J.S.A. 10:4-7
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XVI. RECONVENE

The Borough of Emerson reserves the right to return to Open Session and, if appropriate, take formal action.

☞ **Motion** to reconvene was **moved** by Councilwoman DiPaola, **seconded** by Councilman Falotico and carried unanimously.

XVII. ADJOURNMENT

With no other business to address, at the request of Mayor Lamatina, a motion to adjourn was **moved** by Councilwoman DiPaola, **seconded** by Council President Knoller and carried at 8:11 p.m.

Respectfully submitted,

Jane Dietsche, RMC
Borough Clerk