

**BOROUGH OF HASBROUCK HEIGHTS**

**MINUTES**

**October 25, 2016**

A Regular Meeting of the Mayor and Council of the Borough of Hasbrouck Heights was held on Tuesday, October 25, 2016 at 8:11 p.m. at Borough Hall, 320 Boulevard, Hasbrouck Heights, New Jersey.

Borough Clerk Rose Marie Sees stated that the meeting complied with the Sunshine Law, adequate notice of this meeting having been made to all members of the Council by personal service on January 4, 2016 and transmitted to The Observer, The Record and The Herald News on January 4, 2016.

**ROLL CALL:** Present: Mayor John DeLorenzo, Councilman Justin A. DiPisa, Councilwoman Sonya Buckman, Councilwoman Pamela J. Link, Councilman Russell A. Lipari, Councilman Peter Traina

Absent: Councilman David Gonzalez

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

**INVOCATION:** Mayor DeLorenzo gave the Invocation as follows: “*Veterans Day Prayer.* Dear Lord, Today we honor our veterans, worthy men and women who gave their best when they were called upon to serve and protect their country. We pray that you will bless them, Lord, for their unselfish service in the continual struggle to preserve our freedoms, our safety, and our country’s heritage, for all of us. Bless them abundantly for the hardships they faced, for the sacrifices they made, for their many different contributions to America’s victories over tyranny and oppression. We respect them, we thank them, we honor them, we are proud of them, and we pray that you will watch over these special people and bless them with peace and happiness. In Jesus’ name we pray; Amen. *by Joanna Fuchs.*”

**COMMUNICATIONS:** 1) Letter from Michael Russo, Director, Local Aid & Economic Development, NJ DOT advising of suspension of projects pursuant to the Governor’s Executive Order No. 210 has been lifted and projects financed using Transportation Trust Fund Authority funds may proceed at your earliest convenience

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**COMMUNICATIONS (cont'd):**

- 2) Alert from HHPD to remember to lock your vehicles and hide your valuables at all times when vehicle is unattended
- 3) Memo from Fire Chief Patrick Hayes advising of resignation of Truck Company 1 member, Mark Kubler
- 4) Thank you letter from Corpus Christi Class of 1956
- 5) Passaic Valley Sewerage Commission to hold Public Hearing on Tuesday, December 20, 2016 re: proposed Change 16 to PVSC Rules & Regulations

Mayor DeLorenzo asked if anyone wished to have any item read into the record. Item #4 was requested to be read (Copy attached). Mayor DeLorenzo then requested a motion to accept the Communications which was made by Councilman DiPisa, seconded by Councilwoman Link, and unanimously carried.

**APPROVAL OF MINUTES:**           *(September 27, 2016 Regular Meeting, September 27, 2016 Executive Session, October 11, 2016 Regular Meeting, October 11, 2016 Work Session)*

Mayor DeLorenzo requested a motion to approve the foregoing Minutes which was made by Councilman Lipari, seconded by Councilwoman Link, and otherwise unanimously carried.

**BILLS:**

WHEREAS, claims and accounts amounting to \$112,265.29 specified in the Schedule hereto annexed, have been examined and approved by the Finance Commissioner, or his Deputy; and

WHEREAS, the Chief Financial Officer has certified that funds are available in the accounts listed for payment of the claims;

NOW, THEREFORE BE IT RESOLVED, that the claims be paid and checks be issued on the funds and accounts indicated on the attached schedule.

Signed Justin A. DiPisa  
Commissioner of Finance

On a motion by Councilman DiPisa, seconded by Councilwoman Buckman, and unanimously carried, the foregoing Resolution was adopted.

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**REPORTS:**

**FINANCE:** Finance Commissioner DiPisa read the following report: the Current Fund cash balance at September 30<sup>th</sup> was \$2,147,958.98 and at August 31<sup>st</sup> was \$5,554,263.84 which represents a decrease of \$3,406,304.86. The entire balance was invested and earning approximately 0.25%.

Cash receipts for the month of September totaled \$675,162.92 of which \$218,802.30 was for Current Taxes, \$5,623.12 was for Delinquent 2015 taxes, \$12,130.55 was for Pre-Paid 2017 Taxes, \$310,554.90 was for State Aid and \$128,052.05 was Miscellaneous Revenues.

Cash disbursements for the month of September totaled \$4,081,467.78 of which \$2,316,049.00 was for Local School Taxes, \$877,759.68 was for Salaries and \$887,659.10 was for Other Expenses.

The Tax Collector's Office, located at 320 Boulevard, will be open this Saturday, October 29<sup>th</sup>, from 9:00 AM until 12:00 Noon for the collection of fourth quarter taxes due on November 1<sup>st</sup>.

The formulation of the 2017 budget has begun. We have limited information on exactly how the Budget and Levy Cap's will be treated for next year but we expect more information within the next few weeks. After the close of October, department heads will receive 2017 budget request forms which are to be completed and returned to the Finance Officer. The Finance Committee has begun preliminary budget meetings and will ultimately get back to meeting every week as the deadline to introduce the budget approaches.

**LAND USE:** Commissioner Buckman gave the following report as follows: As the weather gets cooler, it is the best time to begin thinking of your pool installation for next year. The pool companies offer big discounts during the winter months and just in case your installation might require a variance, you will have the time to do the application, have your hearing and fill out all the permits necessary for installation and soil movement. Summer fun may seem far off but all these things take time.

During the month the department issued permits with income totaling \$24,679. This amount includes 10 Certificates of Occupancy for homes sold during the past month. Home sales continue to be strong in Hasbrouck Heights. There were 142 initial UCC inspections during the past month with a passing rate of 88.73.

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**LAND USE (cont'd):** The Property Maintenance Inspector made 22 inspections. The abandoned homes continue to occupy much of his time in tracking down the responsible party for care of these properties. As neighbors of these homes realize getting banks and loan companies to be responsive requires many phone calls and letters. Although he works diligently to have the desired outcome, he had to issue one summons this month.

**Chamber of Commerce/Library:** As liaison, Councilwoman Buckman reported the joint Third Annual Taste of Hasbrouck Heights will be held Monday, November 14 from 6-9 p.m. at the VFW. Tickets are available at the library. The Friends of the Library are arranging a special group trip April 27-May 5 to America's National Parks in the Southwest. For more details, please contact Rosemarie Settembrino at 201-896-1275.

**SOCIAL SERVICES:** Commissioner Link reported there were 104 visitors to the Food Pantry from October 3, 2016 through October 24, 2016. We sincerely thank the churches and many, many generous residents who made donations this month.

We especially thank Meals with a Mission who donates food weekly, Corpus Christi R.C. Church, First United Methodist Church Women, First Reformed Church, St. John's Episcopal Church and Holy Trinity Lutheran Church for your continuous donations. Also thank you to Corum Family, Kathy Van Jura, Carol Zingali, Lori Gonzalez, Barry Pankiw, George Boisvert, Martha Cambeis, Cookie, Linda Nugent, Antonia Keil, Josephine McClean, Mark Monahan, Carol Amundsen, Joann Safarano and Anonymous who donated this past month.

We appreciate the following volunteers who supervised the food pantry during these weeks. They are Janice Cooney, Vivian Leidenfrost, Audrey Gall, Dorothy Petroulas, Elsie Sternbach, Madeline deVelasco, Barbara Juliano, Joyce Belbo, Warren Nelson and Dan Solazzo. Thank you all for your time and support. We also thank the Felician Over 21 Program who come every Friday to stock the shelves.

Although we receive donations everyday, the shelves empty pretty quickly. Items needed are nonperishable food items such as canned soups, sauces, cereal, fruits, juices, coffee and especially soaps, toiletries, cleaning supplies and paper products. With the holidays approaching, frozen turkeys and hams will be accepted. All donations are accepted in the Borough Clerk's office from 9 a.m. through 4:30 p.m. Monday through Friday.

**PUBLIC FACILITIES & TRANSPORTATION:** Commissioner Link read the following report: Repairs and maintenance completed during the month to the following facilities:

DPW Facility:

**PUBLIC FACILITIES (cont'd):**

Held Auction at the DPW Facility. Old Police vehicles, DPW pickup trucks, bicycles, office furniture, and old computers were sold.

Borough Hall/Library:

- Replaced control module and latch mechanism on lighting contacts in Caucus Room.

Stripped, waxed, and sealed floors in the Library Creativity Room.

Public Safety Bldg./Police & Fire Dept.:

- Several areas of the roof over the Police Department were patched as water was entering many of the office areas. During the repairs the air conditions and fresh air vents had to be shut down and closed off.
- Rugs were shampooed in the Court Clerk's Office and all floors were stripped and waxed as well.

All Facilities:

- Inspection of all Fire alarms, Halon System and batteries were replaced.

The schedule of meetings was as follows:

Community Room	11
Caucus Room	5
Council Chambers	4
Senior Center	7 (not including senior activities)
Recreation Center	1

**FIRE:** In Councilman Gonzalez' absence, there was no Fire Report.

**STREETS & SANITATION:** Deputy Commissioner Link gave the following report: As part of the grant-seeking process for a Community Development Grant, Bill Spindler, DPW Superintendent, and Mike Kronyak, Borough Administrator, inspected roads that may be included for resurfacing under the grant's specific parameters. The streets that have been designated are Charlton Avenue from the Boulevard to the Lodi border and Pasadena Avenue – west of the Boulevard. (Hank's Franks area)

This month for four days, the DPW Tree Crew assisted the Public Service Tree Division

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**STREETS & SANITATION (cont'd):** from clearing trees limbs from the high voltage wires. The remaining tree stalks are taken down by the DPW.

The DPW was allowed by the New Jersey Department of Transportation (NJDOT) to enter the Route 17 and Franklin Avenue Environmental Basin to perform maintenance. A crew of five men attacked the long overgrown basin with extension hedge trimmers, weed whackers, chain saws, along with front-end loaders and dump trucks. The DPW made a major clean-up of the area. Ten days later, the NJDOT sent two men in to follow-up on the work with weed whackers.

The DPW painted the “Thin Blue Line” in a show of support for our local Law Enforcement on the Boulevard from Raymond Street to Paterson Avenue and on Terrace Avenue from Henry Street to Paterson Avenue. The line was a total of 4,500 feet and was painted during the night shift.

Three bee hives were removed from Borough trees – one being in close proximity to Lincoln School.

Three tons of asphalt were used for pothole repair.

### **LEAF SEASON COLLECTION 2016**

Leaf season began on October 17. Residents may place leaves in the street (not within 10 ft. of a stormwater drain catch basin). Leaves may also be placed at the curb in paper leaf bags or in an upright container. Leaves in plastic bags will not be collected.

Limbs, branches, and/or shrubs may not be combined with leaves. They must be separately bundled and tied and placed at the curb for branch collection. (See Recycling Calendar.) Leaves that have branches mixed in will not be collected.

Last day to put leaves in the street is December 17, after December 17 leaves must be bagged.

Leaf removal is on a non-scheduled basis during the season.

**POLICE:** Commissioner Lipari gave the following Police Report submitted by Chief Michael Colaneri: HHPD participated in Town Day handing out Halloween bags, anti-drug information and crime prevention tips.

Our first “Coffee with a Cop” was held on October 7 from 9:30-11 a.m. at the Bagel Store, Boulevard and Jefferson Avenue. Over 70 cups of free coffee were given to those who stopped by for an informal chat. There was good conversation with all who came. Some wanted to meet and thank us, some to report things to us. The kids who

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**POLICE (cont'd):** came were able to sit in Police Cars and talk on the radio. We would like to thank all that stopped by including the HH Jr Police, members of the HH Chamber of Commerce, Mike Stillman of the Middle School, Chief for a Day Mary Beth Barrios, Mayor DeLorenzo, Police Comm. Lipari and Councilman DiPisa. We would like to thank Gary Doran of The Religious Store for the St. Michael Prayer cards; and a big thank you to Lee Minsk, owner of the Bagel Store for donating the coffee.

The Department also assisted with Halloween in the Park by arranging pick-up and delivery of the hay wagons, posting signs, traffic control and security.

We would like to thank the Mayor and Council, the DPW and all the residents for the Blue Line on the Boulevard and Terrace Avenue.

Public Service installed street lights on Terrace Avenue from Harrison Avenue south to the Wood-Ridge border that had been requested by the Police Department.

**Total Summons Report:** Parking: September 2016 - 404, September 2015 - 354, YTD 2016 - 3,118, 2015 -3,165. Moving: September 2016 - 141, September 2015 - 287, YTD 2016 - 1,944, 2015 - 2,313. Totals: September 2016 - 545, September 2015 - 641; YTD 2016 - 5,062, 2015 - 5,478.

Commissioner Lipari then read a letter of commendation from Rutherford Patrolman Thomas Steinel thanking Officer Gary Kest for his compassion and professionalism displayed in notifying Ms. Maureen Steinel, his aunt, when her husband was involved in a motor vehicle accident. The second letter was a thank you from Landon for the box of goodies the Police Department had put together and delivered to him.

**HEALTH:** Commissioner Lipari gave the following Health report:

Third Quarter Report: During the third quarter the Health Inspector conducted 72 food inspections, 10 spot checks, 22 grease trap inspections and 29 complaints of various nature. The department collected \$13,023 in fees and issued 1,281 dog licenses. The Borough Registrar of Vital Statistics issued 424 certified transcripts collecting \$6,360. The department also record 219 non-resident deaths and 22 resident deaths. Twelve marriage licenses were issued.

Dog Licenses: The Board of Health would like to remind all dog owners that their 2016 dog license will expire on January 31, 2017. Annual renewal notices will be mailed on December 31, 2016. To renew your dog license, proof of a valid rabies vaccine must be submitted along with your application and payment. Dogs with immunizations which

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**HEALTH (cont'd):** expire 2017 will require a booster prior to obtaining a license. Please call the Health Department at 201-288-1636 if you no longer have your dog.

Marriage Licenses: The Dept. Of Vital Statistics issued many applications for Marriage Licenses during September and October to Borough residents. The Registrar would like to remind residents that the date of the ceremony must first be established before an appointment can be made to begin the process of the marriage application. One applicant must live in Hasbrouck Heights to apply for a Marriage License. A fee of \$28 is required, cash or check only. A mandatory 72-hour waiting period is required from application to the issuance of license. Other requirements exist and applicants must call the Registrar at 201-288-1636 for an appointment and details.

**PARKS:** Commissioner Traina gave the following report: The Department of Public Works added stone and regraded Roosevelt Avenue extension that transverses through Woodland Park into Woodland Drive. A hazardous dead tree that was hollowed out and had a hornets nest in it was removed from the playground area prior to the installation of the new playground equipment.

Ken Job, Borough Engineer, will give a report on the progress of the Park Project at the next Council Meeting.

The DPW assisted Rob Brady, Recreation Director, with "Halloween in the Park." Hay bales were picked up and set in place for the event as well as providing trucks and drivers for the haunted hay rides. After the event the entire park was cleaned up by the DPW.

**RECREATION:** Commissioner Traina reported Recreation Adult Coed Volleyball meets on Wednesday evenings at 7 p.m. in the new gym. Recreation Men's Adult Basketball meets at 7 p.m. in the new gym. Registration is required for this program. There is a monthly schedule available in the senior center with all of our senior activities.

Halloween in the Park held October 18 was a great night with excellent weather and a lot of community support. Rec. Dir. Rob Brady would like to thank the following organizations for all their help: Police Dept for public safety and transportation of the hay wagons, Fire Dept for lighting up the loading and unloading areas, DPW for set up and transportation of hay bales, Key Club for student volunteers, the DeAngelo Family and members of the Recreation Advisory Board Ron Kistner, Pat Campen, Tony Bonillo and John Barratta. I would also like to thank Pete Both from the B.C. Parks Department for the hay wagons.



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**RECREATION (cont'd):** Recreation Basketball will begin in early December, and 1<sup>st</sup> and 2<sup>nd</sup> grade clinics will begin in January.

Recreation Wrestling practices will begin in mid-November.

The Senior Halloween Party was held October 20 with over 80 seniors who attended. The party was free for all senior citizens, catering was by Mucci's Italian Delo and the entire party was sponsored by the Recreation Department.

Call Robert Brady, Dir. Of Recreation at 201-288-4143 or email at [hhrec@aol.com](mailto:hhrec@aol.com) with any questions. You can also follow the recreation department on Twitter @hhrecreation and Facebook by liking our facebook page Hasbrouck Heights Recreation.

### **MAYOR'S REPORT:**

Mayor DeLorenzo reported he began by congratulating the Police Department, saying that the "Coffee with Cop" was a great idea and went very well. He said as word gets around maybe it could be done again in the Spring. Chief Colaneri said they are thinking of maybe later in the day. He congratulated the Police Department on another drug arrest, the good job they did and that it is important to get drugs off the street, especially in large amounts as they have in the last couple of months. He congratulated Rob Brady, and the Fire Department and DPW provided, on another successful Halloween in the Park. He is happy the equipment is at the playground being assembled and moving forward. He noted Commissioner Traina is on top of that to make sure things get completed. Regarding the blue line on the Boulevard, he thanked the DPW for painting it. He was approached by a resident, business owners, even people from out of town who said how great it looks and were glad to see support for the Police Department. Regarding Route 17 environmental basin drainage, he knew it was not a pleasant task for the DPW, he thanked them for going above and beyond to get that done, and it is appreciated for the residents who live there and for those using Depken Field. The next council meeting will be November 15. He thanked Ro Sees for her work on the Heights Highlights Newsletter which should be received by the end of this week. He said he and Ro made the decision to move away from the newspaper and do the newsletter. He said she did a great job.

### **NEW BUSINESS:**

At this point Mayor DeLorenzo asked that No. 179 of the Consent Agenda be removed at this time. He asked to go into a brief Closed Session for Personnel reasons. Action may be taken.

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- CONSENT AGENDA:**
- 178. Authorizing Raffle License for Corpus Christi Parish
  - 180. Authorizing a Shared Services Agreement with the County of Bergen for Road Resurfacing Projects
  - 181. Authorizing Change Order #1 with regard to Improvements to Woodland Park Playground (Utilizing Bergen County Open Space Funding)
  - 182. Authorizing Approval of 2016/2017 Licenses for Commercial Sale of Certain Motor Vehicle Dealers

Mayor DeLorenzo requested a motion to approve the foregoing Consent Agenda which was made by Councilman DiPisa, seconded by Councilman Lipari, and unanimously carried.

**RESOLUTIONS:** None

**APPOINTMENTS:** Rose Pagan to Mayor's Committee to Recognize Military Service

Mayor DeLorenzo requested a motion to approve the foregoing appointment which was made by Councilman Lipari, seconded by Councilman DiPisa and unanimously carried.

**RESIGNATIONS:** Mark Kubler from Hasbrouck Heights Fire Department Truck Company 1

Mayor DeLorenzo requested a motion to approve the foregoing resignation which was made by Councilman Lipari with regret, seconded by Councilman Traina and unanimously carried.

**UPDATE ON CURRENT 2016 BEST PRACTICES INVENTORY - CFO/Admin.  
Michael Kronyak**

Mr. Kronyak noted that for the last five or six years the borough has been doing a best practices inventory, which is kind of a survey of a group of questions every municipality has to answer. As part of this he is required to give a report at an open meeting and then acknowledged by the Mayor and Council. He read the report as follows:

Beginning in 2011 the Division of Local Government Services (DLGS) under the direction of the Governor's office has required that each municipality answer a series of

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**UPDATE ON BEST PRACTICES (cont'd):** questions now referred to as the Best Practices Inventory. The score on the 30 questions will correspond to a sliding scale which is used to determine if any or all of the final payment of State Aid is to be withheld. One of the requirements is that the results of the inventory be discussed at a public meeting. This update meets that requirement. This year's inventory includes 30 questions, reduced from 50 last year. Of the 30 questions on the inventory we answered yes to 20, no to 3 and not applicable to 7. The calculated score was 90% based on 27 yes, or not applicable answers out of 30, indicating that we will have no reduction of the last State Aid payment. The inventory was filed with the DLGS by October 25, the deadline, indicating that the public discussion would be held tonight. He and the Borough Clerk certified he answered the questions correctly, with the Borough Clerk certifying that the Public Hearing and presentation would be held tonight.

Mayor DeLorenzo requested a motion to accept the report as read which was made by Councilman DiPisa, seconded by Councilman Lipari, and unanimously carried.

**ORDINANCE(S) ON INTRODUCTION:** None

**ORDINANCE(S) ON PUBLIC HEARING:** None

**MISCELLANEOUS FROM PUBLIC:**

Mayor DeLorenzo requested a motion to open the meeting to the public which was made by Councilman DiPisa, seconded by Councilman Traina, and unanimously carried.

There being no one coming forward, Mayor DeLorenzo asked for a motion to close the public portion which was made by Councilman DiPisa, seconded by Councilman Traina, and unanimously carried.

**RESOLUTION TO CLOSE:** 183. Personnel

Mayor DeLorenzo requested a motion to go into Executive Session at 8:53 p.m. which was made by Councilman Lipari, seconded by Councilman Traina, and unanimously carried.

**REGULAR MEETING RE-OPENED:**

Mayor DeLorenzo requested a motion to re-open the regular meeting which was made by Councilman Lipari, seconded by Councilman Traina, and unanimously carried.

**RESOLUTIONS:** 179. Approving Revision to Hasbrouck Heights Mayor and Council 2016 By-Laws

Mayor DeLorenzo requested a motion to approve the foregoing Resolution which was made by Councilwoman Link, seconded by Councilman DiPisa, and unanimously carried.

**ADJOURN:**

There being no other business to come before the governing body, at 9:15 p.m., Mayor DeLorenzo requested a motion to adjourn which was made by Councilman Lipari, seconded by Councilman Traina, and unanimously carried.

I, ROSE MARIE SEES, Borough Clerk of the Borough of Hasbrouck Heights, do hereby certify that the foregoing Minutes are to the best of my knowledge a true account of the Regular Meeting held on October 25, 2016.

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Rose Marie Sees, Borough Clerk