

126. Regular Meeting of the Mayor and Council  
of the Borough of Haworth held on June 10,  
2014 at the Municipal Center

Present: Hon. John Dean DeRienzo, Mayor

Councilmembers: Vincent Iacobino  
Glenn Poosikian  
Mary Anne Groh  
Andrew Rosenberg  
Anthony Volpe  
Michael Bain

Borough Attorney: Robert T. Regan

Mayor DeRienzo called the meeting to order at 7:30 PM and upon roll call members of the Council were present. The Mayor then read the following statement: "This is the Regular Meeting of the Mayor and Council of the Borough of Haworth. I am informed by the Clerk that adequate public notice has been provided by mailing notice to the Star Ledger and The Record, by posting a notice on the bulletin board in the Municipal Center, by filing a copy of the notice in the office of the Municipal Clerk and by mailing notice to all persons who requested same and prepaid the cost fixed by the Council."

Salute to Flag

Mayor DeRienzo led those present in the pledge of allegiance.

COMMITTEE REPORTS

Report of Councilman Bain

Environmental Commission

Mr. Bain reported the Commission is following up on their suggestion to place "deer warning" signs in several areas and the County has requested reports involving deer incidents in the Borough.

Recreation Commission

Mr. Bain reported a meeting was held with the Director and Assistant Director for the Summer Program at which time they discussed the budget, use of the tennis courts (Mr. Chval, a member of the Tennis Committee was present for this discussion) and the use of the Swim Club and swim lessons.

COMMITTEE REPORTS – cont'd.

Report of Councilman Bain – cont'd.

Library

Mr. Bain noted the construction of the addition is on schedule, no new change orders have been submitted, furnishing of the addition was discussed as was stepping up the fund raising. He further noted the Director reported on various programs at the library and Mrs. Boyd, the town historian gave an excellent program on the history of Haworth.

Mayor DeRienzo commented that all of Mrs. Boyd's material has been archived.

In connection with Mr. Bain's report on Summer Recreation, Mrs. Groh asked about the number of counselors.

Mr. Bain responded a meeting was held with the counselors who applied, they want to hire 18 and this process will start June 11.

Report of Councilman Volpe

Fire Department

Mr. Volpe reported the following:

The Department responded to 16 calls in May – 1 activated fire alarm in Haworth; 9 mutual aids in Demarest; 2 hazardous conditions; 2 CO conditions and 2 flooding conditions.

Activities included department training, forcible entry; department work night; participation in Memorial Day Parade and ceremony; drill for vehicle extrication and forcible entry training. Department training in June will consist of pump operation and hose deployment training and ladder and driver training.

Haworth School

Mr. Volpe reported that at the Board's meeting on May 20<sup>th</sup> the president of the Bergen County School Board was present, reporting on the County State of Affairs and that state training can now be done in house at a substantial saving.

Website

Mr. Volpe reported the site has received photos from three residents.

COMMITTEE REPORTS – cont'd.

Report of Councilman Volpe – cont'd.

Meeting with CSX Railroad

Mr. Volpe reported he attended an informative meeting last week in Harrington Park at which time representatives from CSX were present to explain their operations in the area.

Parks and Playgrounds

Mr. Volpe noted work at the Terrace Street Park has been undertaken and the Committee is discussing new signage in town with several landscapers.

Basketball Courts

Mr. Volpe reported the asphalt has been completed on this project with resurfacing to take place June 16<sup>th</sup>.

In connection with Mr. Volpe's report on the Borough's website, Mrs. Groh said financial information on the site should be more prominent.

Report of Councilman Rosenberg

Planning Board

Mr. Rosenberg reported the Board will meet on June 18<sup>th</sup> in connection with a proposed expansion of the Allesandro Restaurant.

Police Department

Mr. Rosenberg reported that thanks to the DARE Officers, Sgt. Saudino and Officer Yannuzzi this year's DARE Program at the Haworth School has been successfully completed with the officers doing an excellent job and the program will conclude with the graduation ceremony on June 6<sup>th</sup>.

Mr. Rosenberg further reported the Police Chief has commended the Auxiliary for their dedication and service as they assisted with several events during the past month.

Mr. Rosenberg noted a motor vehicle stop involving a motorist driving on the suspended list with two outstanding warrants resulted in his arrest and he was transported to the Bergen County Jail. He said 61 motor vehicle summons were issued last month.

COMMITTEE REPORTS – cont'd.

Report of Councilman Rosenberg – cont'd.

Police Department – cont'd.

Mr. Rosenberg further reported 42 applications have been picked up for the patrolman positions, 27 have been returned, all had the minimum requirements, interviews will start on June 12<sup>th</sup>, the top 5 candidates will be interviewed by the Police Committee and it is expected appointments will be made at the regular meeting in July.

Municipal Court

Mr. Rosenberg reported he attended the Court session last week and the Judge and Prosecutor moved the session along quickly and smoothly.

Report of Councilman Poosikian

Department of Public Works

Mr. Poosikian reported the Department has been filling potholes, preparing the ball fields and parks, clearing catch basins and they assisted at the Memorial Day picnic.

Ambulance Corps

Mr. Poosikian reported the Ambulance Corps responded to 23 calls last month – 19 daytime, 4 out of town, 267 miles, 187 man hours on call and 1240 duty hours. He said members of the corps attended a two day training class at the Bergen County Law and Public Safety Institute for a training exercise known as tactical combat casualty care involved with an active shooter situation.

NVRHS Board of Education

Mr. Poosikian reported the Board approved a plan for laptops for students requiring a deposit and that other students who prefer to bring their own to school, those laptops will have to be inspected.

Board of Health

Mr. Poosikian reported the Board will hold their second annual Spring Health Fair at the Haworth Swim Club on June 14<sup>th</sup>.

COMMITTEE REPORTS – cont'd.

Report of Councilwoman Groh

Seniors

Mrs. Groh reported she attended the Seniors' May meeting when students from the Haworth School were present interacting very well with the members. She said their June meeting will be held at the Swim Club.

Recycling

Mrs. Groh reported the tonnage grant is being prepared, she has requested signage at the Swim Club for recyclable materials and this signage will also be posted at the Fire Department and Ambulance Corps headquarters.

Tennis

Mrs. Groh noted membership for the courts is at 100 to date, the program is going smoothly and she has asked the Committee to meet at the end of the month particularly in connection with the Summer Recreation Program's use of the courts.

Finance

Mrs. Groh reported the auditors met with the Mayor, herself, Ms. Wheeler and Ms. Fay regarding the findings and recommendations in the 2013 Audit which she said was a very productive meeting.

Mrs. Groh explained some issues with utility bills, a master list of these accounts has been prepared and a meeting was held yesterday with representatives of United Water regarding their bills. She said United Water will conduct an inventory of meters in the Borough, discussion was held regarding technology to do actual readings, there will be a refund to the Borough in connection with an overpaid bill and discussion also included the consolidation of these bills and adjusting their billing schedule.

Mrs. Groh noted similar work will be initiated with Rockland Electric and PSE&G, particularly in connection with the pre-paying of street lighting bills which involves pre-set burn hours and sensors on these lights. She said she hoped by August these situations will be resolved.

COMMITTEE REPORTS – cont'd.

Report of Councilman Iacobino

Swim Club

Mr. Iacobino reported there are over 300 memberships at this time, there may have to be a cut-off on memberships, the playground work started this morning which should be finished by the time the pool opens full time and the grounds are looking very good.

Shade Tree Commission

Mr. Iacobino reported a letter has been received from the Commission in connection with increases in fines for violation of the shade tree ordinance.

Report of Borough Attorney

Mr. Regan referred to Planning Board recommendations in connection with the revisions to the Land Use Ordinance should be in draft form and recommended circulating to the Board some of the citations which may have to be corrected.

Report of Borough Administrator

Ms. Fay reported the Bergen County Joint Insurance Fund seminar will be held on June 12<sup>th</sup> which is a required training in connection with their Loss Control Program.

Mayor's Report

DARE Graduation

Mayor DeRienzo reported he attended this event, noting this is Sgt. Saudino's last year with the group.

CSX Meeting

Mayor DeRienzo said this meeting in Harrington Park was well attended, was an excellent presentation and a secure data system in connection with the cargoes transported by the railroad was given to the Fire and Police Departments.

OEM Plan

Mayor DeRienzo noted this updated plan is being completed by Mr. Swarthe and Ms. Celotto.

Mayor's Report – cont'd.

OEM Plan – cont'd.

Mr. Poosikian commented this is a huge undertaking with involvement by all departments and commended Mr. Swarthe for his efforts.

Regarding the earlier report on the CSX meeting, Mr. Volpe noted the railroad is federally mandated regarding their use of the horn blasts with a black box recording the conductor's sounding of the horn.

2014-1015 Appointments to Community Development

Mayor DeRienzo appointed Mr. Volpe as his representative to Community Development. The Mayor will serve as alternate.

The following resolution was offered by Mr. Bain, seconded by Mr. Rosenberg and unanimously carried:

WHEREAS, the Borough of Haworth has entered into a Three Year Cooperative Agreement with the County of Bergen as provided under the Interlocal Services Act NJSA 40A:8A-1 et seq. and Title I of the Housing and Community Development Act of 1974; and

WHEREAS, said Agreement requires that one Municipal Representative be appointed by the Governing Body of the community to be part of the Community Development Regional Committee for the term of one year coinciding with the fiscal year July 1, 2014 through June 30, 2015.

NOW THEREFORE BE IT RESOLVED, that the Governing Body hereby appoints Vincent Iacobino as its representative to participate on the Community Development Regional Committee; and

BE IT FURTHER RESOLVED that Glenn Poosikian be appointed as the alternate representative.

Award of Riverside Cooperative 2014 Road Program Contract

Discussion was held to include curbing on Terrace Street in this program.

The following resolution was offered by Mrs. Groh, seconded by Mr. Bain and unanimously carried:

WHEREAS, N.J.S.A.40A:11-10(a)(1) authorizes contracting units to enter into cooperative pricing agreements; and

Award of Riverside Cooperative 2014 Road Program Contract – cont'd.

WHEREAS, the Borough of Haworth has volunteered to act as “Lead Agency” for the purchase of work, materials and supplies for the Riverside Cooperative, 35-RC, for the year 2014; and

WHEREAS, the Municipal Clerk of the Borough of Haworth was authorized to receive bids for the 2014 Riverside Cooperative Road Improvement Program; and

WHEREAS, the Borough of Haworth received five (5) bids on May 20, 2014 for the 2014 Riverside Cooperative Road Improvement Program on behalf of the Boroughs of Alpine, Demarest, Englewood Cliffs, Harrington Park, Haworth, Northvale, River Edge and Tenafly; and

WHEREAS, the bids have been tabulated and reviewed by Robert Costa, P.E. of Costa Engineering Corporation who was retained by the Riverside Cooperative, 35-RC, to provide engineering services for this program.

NOW THEREFORE BE IT RESOLVED that a contract be awarded to Crossroads Pavement Maintenance, 81 Franklin Avenue, Nutley, N 07110 in the amount of \$1,449,754.70

BE IT FURTHER RESOLVED that the Haworth Mayor and Municipal Clerk be and are hereby authorized and directed to execute a Master Contract with the above named firm for the 2014 Road Resurfacing Program acting as the Lead Agency on behalf of the Riverside Cooperative, RC-35; and

BE IT FURTHER RESOLVED that the Boroughs of Alpine, Demarest, Englewood Cliffs, Harrington Park, Haworth, Northvale, River Edge and Tenafly shall be responsible for entering into individual contracts with the above named firm covering the scope of work under the Base Bid for each respective municipality; and

BE IT FURTHER RESOLVED that the Haworth Mayor and Municipal Clerk be and are hereby authorized and directed to execute a contract with the above named firm for the Borough of Haworth’s 2014 Resurfacing Program in the amount of \$199,394.88 included in the base bid; and

BE IT FINALLY RESOLVED that funds are available in the 2014 Road Improvement Ordinance for the Borough of Haworth’s work under the contract for the 2014 Resurfacing Program.

Approval of 2014-2015 Liquor Licenses

The following resolution was offered by Mr. Rosenberg, seconded by Mrs. Groh and unanimously carried:

Approval of 2014-2015 Liquor Licenses – cont'd.

WHEREAS, the following liquor licenses in the Borough of Haworth are due for renewal for the 2014-2015 year, and

WHEREAS, the applications submitted by each applicant are complete in all respects and the applicants are qualified to be licensed according to all statutory, regulatory and local government ABC laws and regulations, and

WHEREAS, the applicants have disclosed and the issuing authority has reviewed whether any additional financing was obtained in the previous license term for use in the licensed business, and in the case of the Club License, is satisfied that the Club maintains all records required by NJAC 13:2-8.8,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Haworth that the renewal of the following licenses in the Borough of Haworth are approved:

Plenary Retail Consumption License to - Sailor Mutt, Inc. 23 Hardenburgh Avenue Haworth, NJ 07641	0226-33-001-002	\$792.00
Plenary Retail Consumption License to - White Beeches Golf & Country Club 70 Haworth Drive Haworth, NJ 07641	0226-33-002-001	\$792.00
Club License to - Lake Shore Golf, Athletic & Recreation Club of Haworth, NJ 5 Lake Shore Drive Haworth, NJ 07641	0226-31-003-001	\$150.00
Plenary Retail Distribution License to – Haworth Wine Shop 155 Terrace Street Haworth, NJ 07641	0226-44-004-009	\$380.00

Mrs. Groh suggested evaluating the current fees for these licenses.

Approval of Correction Plan

A motion was offered by Mrs. Groh, seconded by Mr. Rosenberg and unanimously carried to approve the following Corrective Action Plan for 2013:

135. Regular Meeting of June 10, 2014

Approval of Correction Plan – cont'd.

**Findings/Condition #1**

General ledger account balances were not in agreement with subsidiary ledgers and supporting documentation for the various funds.

**Recommendation**

Although improvements were noted, continued efforts be made to ensure the general ledger accounts are reconciled to their respective subsidiary ledgers and supporting documentation on a monthly basis for all funds.

**Corrective Action**

The CFO will begin to reconcile the subsidiary ledger amounts to the general ledger amounts on a monthly basis. Also, the auditor will do a mid-year review of the subsidiary ledgers and general ledger, so that corrections to any procedural deficiencies be corrected and improved.

**Implementation Date** – August 1, 2014

**Findings/Condition #2**

The audit of the bank reconciliations for the various funds revealed the existence of numerous reconciling items on the monthly bank account reconciliations that were deemed invalid and bank reconciliations that were deemed incomplete.

**Recommendation**

Although improvements were noted, continued efforts be made to ensure bank reconciliations are completed on a monthly basis and reconciling items be reviewed and verified in a timely manner.

**Corrective Action** – CFO will bring all bank account reconciliations up-to-date and reconciling items will be identified and corrected monthly. Auditor will do a mid-year review of the bank reconciliations to note any deficiencies, so that corrections to any procedural deficiencies be corrected and improved.

**Implementation Date** –August 1, 2014

**Findings/Condition #3**

Audit revealed that budget transfers are being approved after budget items are overexpended and that not all transfers are included in the transfer resolution

approved by the Governing Body. In addition, other budget modifications (i.e. Chapter 159's) are not be approved by the governing body and submitted timely

136. Regular Meeting of June 10, 2014

Approval of Correction Plan – cont'd.

to the State for approval prior to budget line items being overexpended. As a result, a \$17,000 Chapter 159 was disallowed, which resulted in an overexpenditure of \$9,984 in the Swim Pool Utility Operating Fund.

**Recommendation**

It is recommended that transfers and other budget modifications be approved in a timely manner and prior to incurring expenditures in excess of available budget appropriations in the Swim Pool Operating fund.

**Corrective Action –** CFO and Swim Pool Manager will meet bi-weekly to discuss the Swim Pool budget and insure that the budget is not overexpended, purchase orders are in place before expenditures are made, and blanket purchase orders have been encumbered to keep tighter control over estimated expenditures. Any revenue in the Swim Pool Utility in excess of the budget will be included in a Chapter 159, approved by the Mayor and Council, and submitted to the State in July 2014, to facilitate timely approval.

**Implementation Date** –June 4, 2014

Certification of Annual Audit and Signing of Group Affidavit Form

The following resolution was offered by Mrs. Groh, seconded by Mr. Rosenberg and unanimously carried:

For copy of Resolution  
see permanent minutes  
Page 138A

Members of the Governing Body then signed the Group Affidavit Form.

Proposed Shade Tree Ordinance

Discussion of this matter will be held in July.

Mr. Volpe noted that a joint meeting was held with the Shade Tree Commission and the Environmental Commission regarding this ordinance.

Mayor DeRienzo suggested the Mayor and Council discuss the ordinance and Mr. Rosenberg suggested comments on the ordinance be referred to Mr. Volpe.

Approval of Designation/Assignment of DPW Employees in Salary Guide

A motion was offered by Mr. Poosikian and seconded by Mr. Iacobino that the present DPW employees shall be slotted in the contract for 2014 as follows:

Kurt Simkins, level 2  
Eamonn Radburn, level 5  
Thomas Gaspari, level 1

All other employees who are currently in the probationary period shall receive the probationary salary until they have formally completed the probationary period. At that point they will move to the post probationary salary level.

On discussion Mrs. Groh asked if this is compatible with the figures in the budget and suggested it be reviewed.

On voice vote all members voted in the affirmative. Declared carried.

Open Meeting to Public

The meeting was opened to the period of public discussion. As there were no comments, the meeting was closed to public discussion.

Approval of Payment of Bills

The following resolution was offered by Mrs. Groh, seconded by Mr. Volpe and unanimously carried:

FOR COPY OF RESOLUTION AND BILL LIST  
SEE PERMANENT MINUTES  
PAGES 138B – 138Q

Approval of Minutes

Mr. Volpe referred to the minutes of May 19<sup>th</sup> in connection with the discussion of the lightning detection siren being heard at the tennis courts. He said it should read it “probably” could be heard in that area.

A motion was offered by Mrs. Groh, seconded by Mr. Volpe and unanimously carried to; approve the minutes of the executive meeting of May 7, the regular meeting of May 13 and the special meeting of May 19 (as amended), 2014.

Close Meeting to Public

The following resolution was offered by Mr. Iacobino, seconded by Mr. Poosikian and unanimously carried at 9:00 PM:

BE IT RESOLVED, by the Mayor and Council of the Borough of Haworth, as follows:

1. That the Governing Body, pursuant to N.J.S.A. 10:4-12, shall exclude the public from the next portion of this meeting in order to discuss matters pertaining to litigation, real estate matter, personnel.

2. That the items under discussion in the closed meeting will be disclosed to the public at the conclusion of the matter.

Reopen Meeting to Public

The meeting was reopened to the public at 9:20 PM.

Building Department

Mrs. Groh noted that there is no council member designated as chairman for the Building Department portfolio and suggested Mr. Volpe.

A motion was offered by Mrs. Groh, seconded by Mr. Rosenberg and unanimously carried that Councilman Volpe be named liaison to the Building Department as part of his portfolio.

Audit Report

Mrs. Groh referred to compensated absences regarding terminal leave in the amount of \$515,000 and suggested looking at the Borough's existing policy.

Further discussion included terminal leave being calculated at the current rate of pay.

As there was no further business to come before the Council the meeting adjourned at 9:35PM on motion duly offered, seconded and carried.

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Ann E. Fay, RMC, CMC  
Clerk-Administrator

































