

82. Executive Meeting of the Mayor and Council of the Borough of Haworth held on June 9, 2020 by Zoom Meeting

Present

Councilmembers: Glenn Poosikian
Andrew Rosenberg
Michael Bain
Jacqueline Guenego
Dina Siciliano
Heather Wasser

Borough Attorney: Robert T. Regan

In the absence of Mayor Ference, Council President Guenego called the meeting to order at 7:30 PM and on roll call all members of the Council were present. Ms. Guenego then read the following statement: "This is an executive meeting of the Mayor and Council of the Borough of Haworth. Adequate public notice has been provided by mailing notice to The Record, by posting a notice on the bulletin board in the Municipal Center and on the Borough website, 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

Ms. Guenego led those present in the pledge of allegiance.

Mayor Ference

Ms. Guenego reported Mayor Ference is doing well recovering from surgery and is expected to be home shortly.

Recent Events

Ms. Guenego addressed several events – the shooting in Minneapolis which has had an impact on all with protests around the country noting she attended a vigil in Demarest last Sunday and reflected on the strong bonds of trust, doing more and the commitment which is needed in these situations.

Ordinance No. 20-06 – 2020 Administrative Salaries – 2nd Reading – Public Hearing

A motion was offered by Mr. Poosikian, seconded by Mr. Rosenberg and unanimously carried that Ordinance No. 20-06 be offered for second reading.

Ordinance No. 20-06 which is as follows was then read by title only:

Ordinance No. 20-06 – 2020 Administrative Salaries – 2nd Reading – Public Hearing – cont’d.

PUBLIC NOTICE
BOROUGH OF HAWORTH
NEW JERSEY

The ordinance published herewith was introduced on first reading at a meeting of the Mayor and Council of the Borough of Haworth held on May 26, 2020 and will be further considered for final passage after public hearing thereon at a meeting of the Mayor and Council to be held by Zoom Meeting on June 9, 2020 at 7:30 PM prevailing time, or as soon thereafter as the matter can be heard. A copy of said ordinance is available in the Municipal Clerk's Office, Municipal Center, Haworth, NJ during regular office hours.

BOROUGH OF HAWORTH
ORDINANCE NO. 20-06

AN ORDINANCE TO FIX THE SALARIES, WAGES, COMPENSATION, BENEFITS, STIPENDS AND WORKING CONDITIONS FOR EMPLOYEES AND CERTAIN OFFICERS OF THE BOROUGH OF HAWORTH, COUNTY OF BERGEN, NEW JERSEY

BE IT ORDAINED by the Mayor and Council of the Borough of Haworth as follows:
SECTION I. The annual salary, wage, stipend or rate of compensation to be paid to the various officers and employees of the Borough of Haworth shall be as follows:

EFFECTIVE JANUARY 1, 2020

ADMINISTRATIVE	MINIMUM	MAXIMUM	
Borough Clerk	\$45,000.	\$125,000.	Annual
Borough Administrator	2,000.	7,000.	Annual
Deputy Borough Clerk/			
Assist. Admin.	25,000.	65,000.	Annual
Election Officials	500.	2,500.	Annual
Chief Financial Officer	24,000.	100,000.	Annual
Tax Collector	28,500.	65,000.	Annual
Payroll Administrator	1,300.	3,500.	Annual
Tax Assessor	14,800.	30,000.	Annual
Court Administrator	30,000.	60,000.	Annual
Court Administrator	350.	450.	Per Extra Session
	46.	54.	Per Court Call Out
			(3 PM – 9 AM)
Court Recorder	75.	125.	Per Session
Judge	6,715.	12,500.	Annual
Borough Prosecutor	200.	400.	Per Session
Alternate Borough Prosecutor	200.	400.	Per Session
Tax Assessment Search Officer	300.	500.	Annual
Tax Search Officer	300.	1,500.	Annual
Board of Health Recording			
Secretary	150.	300.	Per Meeting
Board of Health Registrar			
Vital Statistics	700.	2,500.	Annual
Deputy Registrar of Vital Statistics	520.	1,040.	Annual
Board of Health Sanitarian	4,500.	8,500.	Annual
Construction Official - Building Inspector	19,500.	41,000.	Annual
Electrical Inspector	4,000.	9,800.	Annual
Plumbing Sub-Code Official	4,000.	12,000.	Annual
Waste Water Collection System Operator	2,400.	4,000.	Annual
Planning Board Recording Secretary	200.	300.	Per Meeting
			Plus \$50/hr. Overtime (after 11 P.M.)
Bd. of Adjustment Recording Secretary	200.	300.	Per Meeting
			Plus \$50/hr. Overtime (after 11 P.M.)
CCO Inspector	15.	35.	Per Inspection
Fire Inspector	15.	35.	Per Inspection
Fire Prevention Officer	1,900.	4,500.	Annual
Fire Sub-Code Official	1,400.	7,000.	Annual
Technical Assistant-Bldg. Dept.	35,000.	48,000.	Annual
Part Time Clerical Help	11.	30.	Per Hour
ADMINISTRATION, cont'd.			
	MINIMUM	MAXIMUM	
Municipal Housing Liaison	1,200.	1,700.	Annual
Senior Van Coordinator/Driver	17.	25.	Per Hour
Senior Van Driver	17.	25.	Per Hour
On Call Crossing Guard	11.	25.	Per Hour
Crossing Guards	47.	57.	Per Day
Key Crossing Guard (Valley Road)	60.	75.	Per Day
Website Administrator	1,500.	5,000.	Annual
Affordable Housing Liaison-Finance	1,000.	3,000.	Annual
Mayor (Stipend)	4,500.	7,500.	Annual Members of Council (Stipend)
	2,250.	4,500.	Annual
Recreation Summer Program			
Director	\$1,000.	\$8,000.	Per Summer Program
Assist. Directors	800.	6,000.	Per Summer Program
Counselors	8.00	15.	Per Hour
LIBRARY			
Library Director	45,000.	87,000.	Annual
Youth Services Librarian (Part Time)	7.50	25.	Per Hour
Part-Time Library Assistants	7.50	18.	Per Hour
POLICE DEPARTMENT			
Chief of Police	80,000.	185,000.	Annual
Public Safety Officer	30,000.	60,000.	Annual
DEPARTMENT OF PUBLIC WORKS			
Superintendent	65,000.	120,000.	Annual
Seasonal Help	8.00	15.	Per Hour
Haworth Fire Dept. Stipend	500.	1,000.	Annual

SECTION II. The anniversary date of the salary schedule relating to all full-time employees shall be the first of each and every year. Where an appointment is made on or before June 30th of any year, the anniversary date shall revert to January 1st of such year; where the appointment is made subsequent to June 30th of any given year, then the anniversary date of this salary schedule shall not be effective until January of the following year.

Ordinance No. 20-06 – 2020 Administrative Salaries – 2nd Reading – Public Hearing – cont'd.

SECTION III. HOLIDAYS

All full-time employees of the Borough of Haworth covered by this Ordinance shall be entitled to the following holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day.

SECTION IV. The following employees are considered to be part-time employees of the Borough of Haworth: Chief Financial Officer, Deputy Chief Financial Officer, Tax Assessor, Municipal Court Judge, Borough Prosecutor, Alternate Borough Prosecutor, Court Recorder, Board of Health Recording Secretary, Board of Health Sanitarian, Construction Official, Plumbing Sub-Code Official, Planning Board Recording Secretary, Board of Adjustment Recording Secretary, Fire Prevention Officer, Wastewater Collection System Operator, Fire Sub-Code Official, Library Assistants, Electrical Inspector, Fire Inspector, Senior Van Drivers & Coordinator, Clerical Help, DPW Seasonal Help, Summer Recreation Employees, Mayor and Council, Youth Services Librarian,

Website Administrator, School Guards.

SECTION V. LONGEVITY. Payment of longevity shall be consistent with the Personnel Policy and Ordinances governing such practice, provided, however, that effective January 1, 2014 new hires will not be eligible for longevity payments.

SECTION VI. HEALTH BENEFITS CONTRIBUTION

Each employee shall contribute to offset health benefits cost per pay check which shall be based upon the maximum contribution set forth in Section 39 of P.L. 2011, c. 7B. The maximum cost permitted under the aforesaid statute shall continue in force and in effect for the term of this Ordinance.

SECTION VII. TERMINAL LEAVE

Terminal leave payment for unused sick days is capped at \$15,000.00 for employees hired after May 21, 2010.

SECTION VIII. The provisions of this Ordinance shall be retroactive to January 1, 2020. Any ordinance or resolution in conflict with this Ordinance, other than the current contracts of employment, is hereby repealed.

The Ordinance shall take effect upon final publication as provided by law.
The Record: June 1, 2020
Fee: \$210.00 (148) ad#4212034

The meeting was then opened to the public on Ordinance No. 20-06. As there were no comments the meeting was closed to the public on this ordinance.

A motion was offered by Mr. Rosenberg and seconded by Mrs. Wasser that Ordinance No. 20-06 be passed on second and final reading.

On roll call the vote was as follows: Ayes; Messrs. Poosikian, Rosenberg, Bain, Guenego, Siciliano, Wasser. Nays – none. Declared carried.

A motion was offered by Ms. Siciliano, seconded by Mrs. Wasser and unanimously carried that the passage of Ordinance No. 20-06 be advertised as required by law.

Ordinance No. 20-07 – 2020 Index Ordinance – 2nd Reading, Public Hearing

A motion was offered by Mr. Bain, seconded by Mr. Poosikian and unanimously carried that Ordinance No. 20-07 be offered for second reading.

Ordinance No. 20-07 which is as follows was then read by title only:

PUBLIC NOTICE
BOROUGH OF HAWORTH
NEW JERSEY

The ordinance published herewith was introduced on first reading at a meeting of the Mayor and Council of the Borough of Haworth held on May 26, 2020 and will be further considered for final passage after public hearing thereon at a meeting of the Mayor and Council to be held at a Zoom Meeting on June 9, 2020 at 7:30 PM prevailing time, or as soon thereafter as the matter can be heard. A copy of said ordinance is available at the Municipal Clerk's Office, Municipal Center, Haworth, NJ during regular office hours.

Ordinance No. 20-07 – 2020 Index Ordinance – 2nd Reading, Public Hearing – cont'd.

ORDINANCE NO. 20-07
BOROUGH OF HAWORTH
BERGEN COUNTY, NEW JERSEY
CALENDAR YEAR 2020 ORDINANCE TO EXCEED
THE MUNICIPAL BUDGET APPROPRIATION LIMITS
AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A:4-45.14)

WHEREAS, the Local Government Cap Law, N.J.S. 40A:4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% of the cost of living adjustment, whichever is less, unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, the cost of living adjustment for calendar year 2020 budgets is calculated at 2.5% pursuant to N.J.S.A. 40A:4-45.2 and amounts to \$141,255; and

WHEREAS, N.J.S.A. 40A:4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Borough Council of the Borough of Haworth in the County of Bergen finds it's advisable and necessary to increase its CY 2020 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Borough Council hereby determines that an additional 1.0% increase in the budget of said year, amounting to \$56,502 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Borough Council hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW, THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Haworth, in the County of Bergen, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the 2020 budget year, the final appropriations of the Borough of Haworth shall, in accordance with this ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5%, amounting to \$197,757 and that the 2020 municipal budget for the Borough of Haworth be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.
The Record: June 1, 2020
Fee: \$73.15 (77) AD#4212049

The meeting was then opened to the public on Ordinance No. 20-07. As there were no comments the meeting was closed to the public on this ordinance.

A motion was offered by Mr. Bain and seconded by Ms. Siciliano that Ordinance No. 20-07 be passed on second and final reading.

On roll call the vote was as follows: Ayes; Messrs. Poosikian, Rosenberg, Bain, Guenego, Siciliano, Wasser. Nays – none. Declared carried.

A motion was offered by Mr. Poosikian, seconded by Mr. Rosenberg and unanimously carried that the passage of Ordinance No. 20-07 be advertised as required by law.

OTHER MATTERS

Ordinance No. 20-08 – 2020 Swim Club Salaries

A motion was offered by Mr. Bain, seconded by Mr. Rosenberg and unanimously carried that Ordinance No. 20-08 be offered for first reading.

Ordinance No. 20-08 was then read by title only as follows:

ORDINANCE ESTABLISHING SALARIES FOR POOL PERSONNEL FOR 2020

A motion was offered by Ms. Siciliano and seconded by Mr. Poosikian that Ordinance No. 20-08 be passed on first reading.

On roll call the vote was as follows: Ayes; Messrs. Poosikian, Rosenberg, Bain, Guenego, Siciliano, Wasser. Nays – none. Declared carried.

A motion was offered by Mr. Bain, seconded by Mrs. Wasser and unanimously carried that Ordinance No. 20-08 be advertised as required by law and a date set for public hearing on June 23, 2020 at 7:30 PM.

Tennis

Mrs. Wasser explained the Committee is planning on holding a Tennis Camp and have hired a Pro to run the camp. She said his proposal is to hold lessons from 2-6 PM, \$35.00 per session, only 4 players at a time, dates would be from June 22 to August 28 with different age groups and an insurance certificate has been received.

Mrs. Wasser questioned charging a permit fee for the courts.

Mr. Rosenberg suggested there should be some fee on top of the cost of the lessons.

Mr. Poosikian suggested perhaps a family type permit.

Mr. Bain proposed a modest fee charge.

Further discussion was held regarding what to charge, i.e. a permit fee for the season, a family permit, a flat fee, a junior fee permit and social distancing was noted. It was agreed to get more details.

A motion was offered by Mrs. Wasser, seconded by Ms. Guenego and unanimously carried authorizing a presentation to advise the Tennis Committee regarding the discussion held concerning a permit fee for students attending the Tennis Camp.

OTHER MATTERS – cont'd.

Strong Password Policy

Ms. Siciliano noted she has sent this document which has been recommended by All Covered to all councilmembers and has added a few recommendations. Mr. Regan suggested a resolution for the next meeting.

Possible Re-openings

Ms. Guenego said she was on a call today with the governor and mayors at which time guidelines were suggested for the possible opening of libraries with curbside to start. She said consideration was also given as to public meetings which needs to be considered along with discussion regarding graduations.

CONSENT AGENDA

A motion was offered by Mr. Poosikian and seconded by Mr. Rosenberg to approve the following consent agenda. On roll call the vote was as follows: Ayes; Messrs. Poosikian, Rosenberg, Bain, Guenego, Siciliano, Wasser. Nays – none. Declared carried.

Award 2020 Riverside Cooperative Road Program

WHEREAS, the Borough of Northvale acting as “Lead Agency” for the Riverside Cooperative received bids for the 2020 Road Resurfacing Program on April 30, 2020; and

WHEREAS, the bid of American Asphalt & Milling Services, LLC in the total amount of \$4,004,220.47 has been determined to be the lowest responsible bid; and

WHEREAS, it has been determined that the Borough of Haworth’s portion of this contract is \$192,469.36 for the re-surfacing Summit Place; Whitman Street (south of Hardenburgh Avenue), Whitman Street (Prospect to Morris); Portions of Lincoln Drive and Harrison Street; St. Nicholas Avenue (Houston Place to Terrace Street); Municipal Parking Lot off of St. Nicholas Avenue; Improvements at the DPW Yard.

WHEREAS, funds are available and have been certified to by the Finance Officer.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Haworth that the Borough’s share of the 2020 Riverside Cooperative Road Resurfacing Program in the amount of \$192,469.36 be and is hereby awarded to American Asphalt & Milling Services, LLC, 96 Midland Avenue, Kearney, New Jersey 07032.

BE IT FURTHER RESOLVED, that the Mayor and Municipal Clerk be and are hereby authorized to execute the contract in the form prepared by the Borough Attorney.

OTHER MATTERS – cont’d.

Refund 2020 Overpayment of Real Estate Taxes

BE IT RESOLVED, by the Mayor and Council of the Borough of Haworth that the Tax Collector be authorized to refund the overpayment of 2020 property taxes to the following:

<u>BLOCK</u>	<u>LOT</u>	<u>REFUND TO:</u>	<u>2020 TAXES</u>
1312	6	Vintage Title Services	\$ 3,883.00
and		51 Main St.	
1312	7	Sayreville, NJ 08872	<u>\$ 1,284.00</u>
		For Properties at: 170 Schraalenburgh Rd & Schraalenburgh Rd Haworth, NJ 07641	
		Total	\$ 5,167.00

Purchase of Hook Lift Container for DPW

WHEREAS, the Borough of Haworth is a party to a cooperative purchasing agreement with the ESCNJ, a cooperative purchasing program organized pursuant to N.J.S.A. 40a:11-10 and N.J.A.C. 5:34-7.11; and

WHEREAS, the Local Public Contracts Law authorizes a municipality to purchase goods and services through duly-formed cooperative purchasing system without advertising for bids; and

WHEREAS, the procurement of goods and services through a cooperative purchasing program is considered to be an open and fair process under the New Jersey Pay-to-Play Law N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the Borough of Haworth has a need to purchase, on a timely basis, goods or services utilizing ESCNJ contracts during 2020; and

WHEREAS, the Borough of Haworth plans to utilize the ESCNJ contract Vendors listed on the attachment, such transaction shall be subject to all conditions applicable to the current ESCNJ contracts; now, therefore

BE IT RESOLVED, by the Mayor and Council of the Borough of Haworth, in the County of Bergen, that the Purchasing Agent is hereby authorized to purchase goods or services in 2020 from the approved ESCNJ Council Contract Vendors on the attached list, pursuant to all conditions of the individual contracts; and

BE IT FURTHER RESOLVED that, pursuant to N.J.A.C. 5:30-5.5(b), prior to placing any order for goods or services in accordance with this Resolution, a certification of available funds shall be executed by the Chief Financial Officer and attached to the file copy of the purchase order or other similar document.

Purchase of Hook Lift Container for DPW – cont’d.

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Cliffside Body 130 Broad AVE Fairview, NJ 07022	Hook lift Container	\$4990.00

Co-op ESCNJ contract #17-18-42

Refund Driveway Permit Deposit

WHEREAS, the Superintendent of the Department of Public Works has inspected and found that work has been satisfactorily completed on the following Driveway,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council that the following refunds be made:

<u>NAME AND ADDRESS</u>	<u>PERMIT #</u>	<u>AMOUNT</u>	<u>ADDRESS</u>
Ryan & Allyson Good 101 Hardenburgh Road Haworth, NJ 07641	1410	\$100.00	101 Hardenburgh Road

Authorization to Enter Into Open Space Contract-Terrace St. Park Improvements Phase 2

BE IT RESOLVED that the Mayor and Council of the Borough of Haworth wish to enter into a Bergen County Trust Fund Project Contract (“Contract”) with the County of Bergen for the purpose of using a \$37,500.00 (Thirty Thousand Five Hundred Dollar) matching grant from the 2018 Funding Round of the Bergen County Open Space, Recreation, Floodplain Protection, Farmland & Historic Preservation Trust Fund (“Trust Fund”) for the municipal park project entitled Terrace Street Park Improvements-Phase 2, Terrace Street Park located at Terrace Street and St. Nicholas Avenue, Block 1307, Lot 1 on the tax maps of the Borough of Haworth; and

BE IT FURTHER RESOLVED, that the Mayor and Council hereby authorize Mayor Thomas P. Ference to be a signatory to the aforesaid Contract; and

BE IT FURTHER RESOLVED, that the Mayor and Council hereby acknowledge that, in general the use of this Trust Fund grant towards this approved park project must be completed by or about March 6, 2021; and

BE IT FURTHER RESOLVED, that the Mayor and Council acknowledge that the grant will be disbursed to the municipality as a reimbursement upon submittal of certified Trust Fund payment and project completion documents and municipal vouchers, invoices, proofs of payment

Authorization to Enter Into Open Space Contract-Terrace St. Park Improvements Phase 2 – cont'd.

and other such documents as may be required by the County in accordance with the Trust Fund's requirements; and

BE IT FURTHER RESOLVED, that the Mayor and Council acknowledge that the grant disbursement to the municipality will be equivalent to fifty (50) percent of the eligible construction costs incurred (not to exceed total grant award) applied towards only the approved park improvements identified in the aforesaid Contract in accordance with the Trust Fund's requirements. Professional Service Costs may be reimbursed from grant award's unexpended balance should there be a balance.

Payment of Bills

FOR COPY OF RESOLUTION AND BILL LIST
SEE PERMANENT MINUTES
PAGES 91A – 91E

Approval of Minutes

Regular Meeting of May 26, 2020
Closed Meeting of May 26, 2020

Open Meeting to Public

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

Close Meeting to Public

The following resolution was offered by Mr. Bain, seconded by Mr. Rosenberg and unanimously carried at 8:00 PM:

WHEREAS, *N.J.S.A. 10:4-12B* permits a public body to exclude the public from the portion of a meeting at which certain items are discussed; and

WHEREAS, the Governing Body deems it necessary to conduct a closed session and to exclude the public on June 9, 2020 at which time the following item will be discussed:

Police Personnel

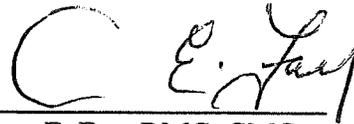
NOW THEREFORE BE IT RESOLVED that the Mayor and Council does hereby exclude the public from the portion of the meeting at which time the above item will be discussed; and

Close Meeting to Public – cont'd.

BE IT FURTHER RESOLVED that the discussion conducted in closed session will be disclosed to the public upon completion or conclusion of the foregoing items and when determined by the Governing Body that the Borough's interests will not be adversely affected.

Reopen Meeting to Public

The meeting was reopened to the public at 8:55 PM and as there was no further business to come before the council a motion was duly offered, seconded and unanimously carried to adjourn.

A handwritten signature in black ink, appearing to read "Ann E. Fay", written over a horizontal line.

Ann E. Fay, RMC, CMC
Clerk-Administrator