

**WORKSHOP MEETING
OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF LITTLE FALLS WAS
HELD THIS EVENING IN THE MUNICIPAL BUILDING**

Monday, June 13, 2016

Acting Council President Pamela Porter called the meeting to order at 7:01 p.m. with the following members present: James Damiano, Joseph Maceri, and William Liess. Also present were Mayor Darlene Conti, Township Attorney Leslie London, Township Engineer Dennis Lindsay, Township Administrator Charles Cuccia, and Municipal Clerk Cynthia Kraus.

Absent: Council President Louis Fontana

Township Employees present: DPW Superintendent Phillip Simone, Deputy Registrar Marlene Simone, Fire Chief Jack Sweezy, Police Chief Steven Post, Recreation Director John Pace, Health Officer John Biegel, and Nursing Supervisor Leslie Leonard

Following the Salute to the Flag, the Statement of Public Notice was read.

STATEMENT OF PUBLIC NOTICE: Take notice that adequate notice of this meeting was provided in accordance with N.J.S.A. 10:4-10 as follows: A notice of the meeting was prominently posted on the bulletin board at the Municipal Building, located at 225 Main Street, Little Falls, N.J. on January 8, 2016; a copy of the notice was faxed to the North Jersey Herald and News and The Record on the same date; additionally, a copy of the notice was filed in the office of the Township Clerk on said date.

PUBLIC COMMENT – GENERAL MATTERS

It was moved by Councilmember Liess, seconded by Councilmember Maceri, that the meeting be and it was opened to the public.

Poll: Ayes: Damiano, Maceri, Liess, and Porter
 Nays: None

The Council President declared the motion passed.

No one having come forward to be heard, it was moved by Councilmember Maceri, seconded by Councilmember Damiano, that the meeting be and it was closed to the public.

Poll: Ayes: Damiano, Maceri, Liess, and Porter
 Nays: None

The Council President declared the motion passed.

ITEMS TO BE DISCUSSED:

ADMINISTRATOR:

1. CLIFTON HEALTH DEPARTMENT REPORT – Health Officer John Biegel highlighted the Health Department Report, which was distributed to Councilmembers for review. He noted the comprehensive accreditation process has begun as of last year, and the Health Department now has a Facebook page. Leslie Leonard discussed how information is communicated and collected regarding the Zika virus. She mentioned several methods initiated by the State, among those, periodic call scripts with updates sent to the Health Department, a call center, and a pregnancy registry. The State currently has the responsibility to follow-up on known cases. Councilmember DAMIANO queried how the public can access the updates. Ms. Leonard instructed the public can go on the NJ Department of Health website or directly to the CDC website. Ms. Leonard provided further explanation to Councilmember DAMIANO's questions regarding the virus and its epidemiology.
2. CLIFTON HEALTH SERVICES CONTRACT RENEWAL – Mr. Cuccia stated the Clifton Health Department has had a cohesive relationship with the Township in administering the health and animal control programs. He relayed the Department's request for a contract renewal from July 1, 2016-June 30, 2019. An increase of 1.75% for the first year and 2% for the remaining two years would meet the requirements of the cap. In response to Councilmember DAMIANO, Mr. Biegel indicated all services are included in the contract price.
3. RESOLUTION AUTHORIZING ISSUANCE OF ESTIMATED TAX BILLS- Mr. Cuccia provided clarification of the resolution, stating this issuance has been performed previously. The County did not complete their process of providing their final tax bill, therefore, in order to continue cash flow the Township will estimate the August payment. When the information is received from the County, the November payment will be reconciled accordingly.
4. ORDINANCE AMENDING CHAPTER 7, POLICE PROBATIONARY PERIOD- Mr. Cuccia instructed the amendment will modify the probationary period of the accreditation program from eighteen months to twelve months. This is in accordance with suggestions from the Police Probation Program and is per statute.
5. ORDINANCE APPROVING MUNICIPAL SERVICES AGREEMENT WITH THE MILL- Ms. London provided clarification of the ordinance as it pertains to the Municipal Services Act, indicating the Township is required to provide services to the Mill, or reimbursement with limitations, if the Township does not provide the service itself. The agreement provides for reimbursement to the Mill for costs for street lighting paid directly by the Mill from December 26, 2010 through December 31, 2015. In response to Councilmember DAMIANO, Ms. London stated the Township is providing reimbursement for 17 of the 27 street lights and is based on the rate charged to the Township rather than the private community rate. Additionally, the Mill will be reimbursed for snow removal during the same time period. Going forward,

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the Mill will submit bills for lighting to the Township. Since the Mill opted out of receiving snow removal from the Township, the Mill will be responsible for costs for snow removal. The ordinance will be introduced at the Regular Meeting.

6. RESOLUTION ACKNOWLEDGING RECEIPT/REVIEW OF ANNUAL REPORT OF AUDIT – Mr. Cuccia stated this acknowledgement is required by law and requires Councilmembers to review the recommendations of the Auditor. Mr. Cuccia stated his requirement to provide a Corrective Action Plan to the Division of Local Government.
7. RESOLUTION APPROVING CORRECTIVE ACTION PLAN FOR ANNUAL AUDIT- Mr. Cuccia briefly highlighted the recommendations specified in the Corrective Action Plan, noting the number of recommendations has significantly decreased compared to 2014. Copies of the Corrective Action Plan were distributed to Councilmembers for review. Mr. Cuccia summarized what actions have been taken in response to the Plan.
8. REQUEST FROM LITTLE FALLS ABC TO APPROVE FEE REDUCTION FOR FOOD VENDORS FOR THE FARMER'S MARKET/CONCERTS IN THE PARK- Mr. Cuccia presented a request for Council consideration for a fee reduction from \$75 to \$15. This will be applicable to all temporary food vendors.
9. ORDINANCE AMENDING CHAPTER 3, ARTICLE XI, OFFICERS AND EMPLOYEES – Mr. Cuccia explained that the Ordinance would allow the Council to set salary ranges and adjust via resolution in the future. The current Municipal Code does not provide the Township to utilize a salary range. This ordinance enables the Council to set salary ranges. Moving forward the ranges can be adjusted by resolution. The following ordinance on the Agenda establishes those ranges.
10. LITTLE FALLS SALARY ORDINANCE- Mr. Cuccia stated the Salary Ordinance establishes set salary ranges.
11. TAX REFUND RESOLUTIONS – Mr. Cuccia explained these resolutions are a result of the County court judgements.
12. TAX APPEAL SETTLEMENT RESOLUTIONS – Mr. Cuccia explained the resolutions are a result of the County court judgements.
13. RESOLUTION AUTHORIZING SHARED SERVICES AGREEMENT WITH COUNTY AND WOODLAND PARK FOR PILOT PROGRAM TO MONITOR FLOODING AT THE PECKMAN RIVER- Mr. Cuccia described the partially funded pilot program would include flood gauges costing approximately \$13,500. Mr. Cuccia indicated all parties would require discussion and agreement prior to proceeding with which municipality would be the lead agency. Mr. Cuccia clarified that the resolution only pertains to entering an agreement to share services, but does not include specific delineation of roles. Mr. Cuccia explained, upon approval of the resolution tonight, a report back to Council is expected to yield definition of roles, lead agency designation, and oversight provision.

MUNICIPAL CLERK:

1. LIQUOR LICENSE RENEWALS-Mrs. Kraus presented a request for annual liquor license renewals expiring June 30, 2016 for Council consideration. Several licenses are not included at this time and will be presented at a later date.

DPW SUPERINTENDENT:

1. TOWNSHIP PROPERTY REGULATIONS- Mr. Simone requested Council consideration of Ordinance No. 1206 relating to parking restrictions in municipal lots and properties. Mr. Simone stated he would like to obtain permission to order signs. He also questioned Council guidance as to what entity has the responsibility for handling fees for permits. Councilmember PORTER stated the school has ordered special parking hangers for employees to place in their vehicles and will be writing a letter to the Council asking that the permit fee be waived for school personnel. Discussion ensued regarding methods to monitor parking, including metered parking, pay stations, and pay by phone methods. The Council recommended re-review of the Ordinance. Mr. Simone to provide Ordinance No.1206 for further Council contemplation and await recommendations prior to placing an order for signs.
2. NO PARKING REGULATIONS ON STREETS – Mr. Simone stated the list of affecting streets were provided to Council. He will request Ms. London draft an ordinance. Mr. Simone requested Council guidance with respect to Walnut Street and relayed a request from the pastor to eliminate parking restrictions on Walnut Street between Ridge and Lincoln. Councilmember PORTER stated school personnel often park in that location during the week. Councilmember MACERI questioned how this might impact the flow of emergency vehicles in locations where parking is allowed on both sides of the streets. After discussion, the Council members agreed to leave the areas outlined by Mr. Simone without restrictions. Mr. Simone to proceed with the process to draft an ordinance.
3. STREET PAVING LIST- Mr. Simone distributed a letter and corresponding list, reviewing streets in need of paving. The Council appropriated \$300,000 for the road resurfacing program. The estimated cost was calculated at \$276,500 for milling and paving. Councilmember PORTER questioned whether curbs would be included, however, Mr. Simone stated it was cost prohibitive at this time. Councilmember DAMIANO questioned whether the unfinished portion of Woods Road would be utilized more. Mr. Cuccia and Mr. Simone stated that piece of property is privately owned. Mr. Simone to reach out to Mr. Everton to determine if any action can be taken on that section of Woods Road to restrict access.
4. EQUIPMENT AUCTION – Mr. Simone distributed a list of equipment approved for auction, which has had several additions since the last review by Council. Mr. Simone requested the Council's approval, such that the items can be advertised once the auction date is announced. Mrs. Kraus to commence advertisement as per Council recommendation.
5. ROAD PERMIT PROGRAM CHANGES – Mr. Simone announced a modified street and sidewalk ordinance will be presented at the next Workshop meeting. A moratorium on newly paved roads will be presented as well as an increase in fees for the street opening process, and penalties for not obtaining the proper permit.

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6. FAIRFIELD AVENUE PUMP STATION – REPORT FROM BOSWELL ENGINEERING- Mr. Simone distributed the Report to the Council, requesting permission to move forward on this project. Boswell had performed a survey and recommended remaining with the existing property. Mr. Simone outlined the two alternatives, the costs associated with each, and recommended moving the pump station off of the railroad property. Mr. Simone referenced Bond Ordinance No. 1092 and calculated approximately \$200,000 more would be needed, however, he would like to investigate whether grant funds might be applicable. In order to proceed, a contractor would need to be hired to develop plans and specifications for submission to the State. Councilmember DAMIANO questioned why the option to agree to maintain the drainage near the railroad line was not feasible. Mr. Simone and Mr. Lindsay described, in detail, the process by which any work near the railroad has to be conducted.

COUNCIL TOPICS FOR DISCUSSION

Councilmember MACERI announced he had received complaints of school traffic on Morningside Circle and requested the Council address possible solutions. Mr. Lindsay discussed the use of speed humps, which may lead to difficulties with emergency services and snow plowing. He elaborated on the actions taken on Jacobus Avenue and recommended a speeding device be implemented to record data and traffic patterns. Mr. Cuccia to refer request for a traffic study to the Police Department.

PUBLIC COMMENT – AGENDA ITEMS ONLY

It was moved by Councilmember Liess, seconded by Councilmember Maceri, that the meeting be and it was opened to the public.

Poll: Ayes: Damiano, Porter, Liess, and Maceri
 Nays: None

The Council President declared the motion passed.

Renea Shapiro, ABC, requested a vendor permit fee reduction to \$15, asserting that the higher fee is not conducive to obtaining vendors. She also requested the Council look into the required court appearance in regard to parking violations.

John Veteri, Prospect Street, expressed his concern regarding overnight parking and urged the Council to address the issue.

Dorothy O’Haire-, Turnberry Road, reiterated her request for Little Falls to be the lead agency in the shared services agreement to monitor flooding of the Peckman River.

Bob Dombrowski, Parkway, commended Mr. Simone for the pump station update. He commented on the Township agreement with the Mill and that his understanding was that while tax dollars are paying for the plowing and lights, he cannot use the property as it is private property.

It was moved by Councilmember Maceri, seconded by Councilmember Damiano, that the meeting be and it was closed to the public.

Poll: Ayes: Damiano, Porter, Liess, and Maceri
 Nays: None

The Council President declared the motion passed.

Discussion ensued with regard to the request for a vendor fee reduction. Ms. London will examine the possibility of a vendor fee reduction in consideration of non-profit versus for-profit status and report back.

Councilmember PORTER and DAMIANO agreed with Ms. Shapiro that court presence for a parking ticket should be re-examined. Mr. Cuccia to contact the Court Administrator and present the topic at a future meeting.

Councilmember DAMIANO recalled overnight parking was previously reviewed by the Council. He expressed his opinion that different statistics may make the overnight parking ordinance more difficult to enforce. Councilmember PORTER agreed this issue is in need of revisiting, and that metered parking is a possibility that should be investigated.

Councilmembers PORTER and DAMIANO acknowledged Mr. Dombrowski’s point regarding the agreement with the Mill.

Discussion ensued with regard to the shared services agreement between Little Falls and Woodland Park. The Council will make a recommendation for lead agency upon review of the contract. Mr. Cuccia to forward the contract to the Council once received from the County.

There being no further business to come before the meeting, it was moved by Councilmember Liess, seconded by Councilmember Damiano, that the meeting be and it was adjourned at 8:29 p.m.

Cynthia Kraus
Municipal Clerk