

**MAYOR AND COUNCIL
BOROUGH OF DEMAREST**

REGULAR MEETING AGENDA

September 12, 2016

The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by the inclusion of the date, time and place of this regular meeting in the annual schedule and notice of regular meetings of this Governing Body. Such annual schedule and notice of regular meetings is posted at Borough Hall, was mailed to the Record and Star Ledger and was filed with the Borough Clerk of Demarest on December 28, 2015.

1. Pledge of Allegiance
2. Roll Call
3. Adoption of Agenda
4. **Review of Consent Agenda Items:** All items with an asterisk are considered to be non-controversial by the Council and will be approved by one motion. There may be further discussion prior to the vote upon request of a member of the public or a Council member. Also, any item may be removed for further discussion or for roll call vote in which case the item will be removed and considered in its normal sequence as part of the general order of business.

Resolutions

5. Motion to approve Raffle No. 16-10 for Holy Angels*
6. Motion to approve Brian Buccino as a volunteer fire man*
7. Request to remove items from Consent Agenda
8. Discussion on items removed from Consent Agenda
9. Motion to open the meeting to the Public
10. Motion to close meeting to Public on Consent Agenda items only
11. Motion approving Consent Agenda items 5-6

12. Meeting Open to the Public
13. Closed Session
14. Adjournment

EXECUTIVE MEETING

DATE September 12, 2016

ROLL CALL

Adoption of Agenda

BOROUGH ATTORNEY'S REPORT

BOROUGH ENGINEER'S REPORT

BOROUGH TREASURER'S REPORT

BOROUGH COORDINATOR'S REPORT

PENDING ITEMS

1. Demarest Court Administrator
2. Disposition/Sale of old street signs
3. Building Code Effectiveness Questionnaire
4. Areas of Redevelopment
5. Christmas Tree Lights
6. Fireman's Wall
7. NJLM resolutions

<u>Mayor</u>
<u>Council</u>
<u>Mayor</u>
<u>Mayor</u>
<u>J. Gray</u>
<u>T. Davis</u>
<u>Mayor</u>

PUBLIC PORTION OF MEETING

ADJOURNMENT

Municipal Court Career Opportunity

MUNICIPALITY: Demarest
VICINAGE: Bergen Vicinage
POSITION TITLE: Municipal Court Administrator - P/T
POSTING DATE: September 6, 2016
DEADLINE DATE: September 26, 2016
SALARY RANGE: COMMENSURATE WITH EXPERIENCE

POSITION DESCRIPTION AND REQUIREMENTS

The Borough of Demarest is seeking a motivated, self starter, with good writing and communication skills to work under the general direction of Municipal Court Judge. Candidate should have experience in court administration, case flow management, working knowledge ATS/ACS systems, MACS, PageCenter and have excellent customer service skills. Responsibilities include, but are not limited to, answering queries from public, employees, defendants; provides information and guidance to attorneys, defendants and community organizations; assist defendants with technical and procedural guidance, facilitate discussion among state, vicinage, and local management, prepares, reviews and monitors daily, weekly and monthly reports, responsible for maintaining the courts two financial accounts, and evaluation reports, draft correspondence, compliance with the New Jersey Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts. Perform related duties as required. Certification by the State of New Jersey is required.

Kindly submit cover letter and current resume electronically to Ms. Susan Crosman, Borough Clerk at:

susandemboro@aol.com

Fax Copy to the Attention of Brendis Montijo-Wrigley, Municipal Division Manager
Fax: (201) 371-1150

NO PHONE CALLS, PLEASE

The Borough of Demarest is an Equal Opportunity Employer.

**** NOTE:** The above local job posting was submitted to the vicinage by the local municipality and is not a State job posting.



222 West State Street, Trenton, New Jersey 08608
PHONE (609) 695-3481 • FAX (609) 695-0151
EMAIL league@njslom.org • www.njslom.org

Michael J. Darcy, CAE, EXECUTIVE DIRECTOR

Michael F. Cerra, ASSISTANT EXECUTIVE DIRECTOR

August 31, 2016

Honorable Raymond J. Cywinski
Mayor
Demarest Borough
Municipal Building
118 Serpentine Road
Demarest, NJ 07627

Dear Mayor Cywinski:

President Joseph Tempesta, Jr. has appointed you to serve as a member of the 2016 League Conference Resolutions Committee.

Albert B. Kelly, Mayor of Bridgeton City; League First Vice President will preside. We have scheduled one meeting to be held in Atlantic City during the week of the Conference.

Tuesday, November 15, 2016

3:00 p.m. -- Room 320 -- Atlantic City Convention Center.

A second meeting may be called on Thursday morning if we do not complete all of our business on Tuesday.

In addition, the committee members are encouraged to attend the League Business Meeting on Thursday, November 17 at 3:30 p.m., Pearl Ballroom, Second Level, Sheraton Convention Center Hotel. Complimentary valet parking will be provided for non-hotel guests and light refreshments of assorted soft drinks, coffee, tea and baked goods will be available.

Resolutions received in the League office by the deadline (October 21) will be emailed to you for study and consideration about one week before the Conference. These are draft proposals for discussion at the Conference by the Resolutions Committee. Please do not discuss them with other officials or release them to the press.

We sincerely hope that you will be able to serve as a member of this important committee. Please rsvp to Dee Kotch at dkotch@njslom.org indicating whether or not you will be able to be part of the Resolutions Committee.

Sincerely,

A handwritten signature in black ink that reads "Michael F. Cerra".

Michael F. Cerra
Assistant Executive Director

MFC:dek

Enclosure: League Policy on Conference Resolutions

LEAGUE POLICY AND PROCEDURES ON CONFERENCE RESOLUTIONS

1. The Committee will consider resolutions only from officials who are currently in municipal office. Resolutions must be general in nature and of demonstrable relation to municipal government interests.

2. A summary of the proposed resolution is to be sent to the League for review via fax, email or regular mail by the first Friday in October.

3. The full text of all resolutions submitted by member officials must be received in the League office by the third Friday in October. Every resolution must have a sponsor and co-sponsor. The sponsor or co-sponsor of the resolution must attend the meeting of the Resolutions Committee on Tuesday afternoon of the Conference week to speak on his or her proposal and to answer any questions of the committee members. The name and address of the sponsor and/or co-sponsor must appear on all resolutions.

If a resolution is recommended as part of the Resolutions Committee Report at the Annual Business Meeting*, the sponsor or co-sponsor must also be present to answer questions raised by the delegates.

4. The Resolutions Committee does not draft resolutions; but they can amend resolutions presented to them.

5. Delegates may request copies of all the resolutions as received in the League office for the Resolutions Committee. These are available at the League Information Booth located across from the registration desk on the second level of the Atlantic City Convention Center during the entire Conference week.

6. Any resolution which contains reference to the Revised Statutes or to any other material, must have attached to it a copy of the material referred to.

7. The only resolutions to be considered at the Annual Business Meeting will be those which have been considered, endorsed and presented by the Resolutions Committee to delegates.

***Note: The Business Meeting begins at 3:30 p.m., Thursday, November 20th in the Pearl Ballroom - 2nd Level of the Sheraton Convention Center Hotel. Shuttle Service will be in operation until 6:00 p.m.**



1000 Bishops Gate Blvd., Suite 300
Mt. Laurel, NJ 08054

tel. 1 800 444-4554

August 23, 2016

Mr. Edward M. Rossi, Construction Official
Demarest
115 Serpentine Rd.
Demarest, NJ 07627

RE: Building Code Effectiveness Grading Schedule
Demarest, Bergen County, NJ

Dear Mr. Rossi:

My name is Virginia Fields, Field Representative, and I am employed by the Insurance Services Office, Inc. (ISO). ISO will be administering a program called the Building Code Effectiveness Grading Schedule (BCEGS®).

BCEGS was developed through the combined efforts of the three national model building code organizations and the property/casualty insurance industry. The program evaluates a community's building code enforcement - focusing on natural hazard mitigation. The intent is to encourage code compliant construction thus ultimately reducing catastrophe-related damage and lower insurance costs. The program also includes advisory premium discounts for property insurance written in municipalities with effective codes that are well-enforced. Please note that the Building Code Effectiveness Grading Schedule is an insurance underwriting and information rating tool. It is not for the purposes of determining compliance with any state or local law or regulation, nor is it for making property/casualty loss prevention or life safety recommendations. Please visit isomitigation.com for information including common questions and answers regarding the BCEGS program; if you do not have access to the internet and would like additional information contact ISO and we will be happy to mail the information to you.

ISO has previously visited Demarest to evaluate the fire defenses. The classification number from that evaluation is one of many factors used to determine insurance premiums for properties in your community. That program, which has been used effectively by the insurance industry since 1916, served as a model for the Building Code Effectiveness Grading Schedule.

I have enclosed a questionnaire to be completed. I would like to meet with you in September, 2016. If the timing of this survey conflicts with your schedule, please notify me as soon as possible so that we can reschedule a date which is mutually convenient. During that meeting, we will review the questionnaire and responses as well as supporting documentation.

Thank you in advance for your cooperation in this important project. If you should have any questions, please contact me.

Sincerely,

Virginia Fields

(570) 764-4587

vfields@iso.com

Enclosure

cc: Honorable. Raymond J. Cywinski, Mayor
Demarest
118 Serpentine Rd.
Demarest, NJ 07627



AZZOLINA & FEURY ENGINEERING, INC.

Professional Engineers and Land Surveyors

30 Madison Avenue, Paramus, NJ 07652 • (201) 845-8500 • Fax (201) 845-3825
110 Stage Road, Monroe, NY 10950 • (845) 782-8681 • Fax (845) 782-4212

BOROUGH OF DEMAREST ENGINEER'S REPORT

September 12, 2016

Current Items:

1. **NJDOT Discretionary Aid** – The construction documents are complete, including plans and bid specifications. The recommended work will include improvements to Ruth Lane, from Lenox Avenue to Serpentine Road and Prospect Street, from the end of the improved section off Knickerbocker Road to Chestnut Street. The improvements will include drainage, pavement, curbing and ancillary improvements. The bid documents will be submitted to NJDOT for review after the current funding issue relating to the Transportation Trust Fund has been resolved.
2. **2016 Road Improvement Program / Riverside Cooperative** – All construction work for this project has been completed, subject to any punch list remedial work items.
3. **Margaret Court drainage improvements** –We have submitted the preliminary construction plans and construction cost to the Borough for review (cover letter dated July 21, 2016).
4. **Anderson Avenue Culvert / 150 Anderson Avenue** – Pursuant to the Borough's request we have reviewed the channel condition at this site and submitted our recommendations regarding remedial work, including the construction cost estimate (refer to our letter of August 29, 2016).

Pending Items:

- Completed Special Assessment projects; evaluation of public comments pending.
- 2016 Municipal Aid, NJDOT; construction next year, subject to TTF funding.