

**BOROUGH OF RIVER EDGE  
MAYOR AND COUNCIL  
WORK SESSION MINUTES  
MONDAY, FEBRUARY 10, 2020**

**PRESENT:**

Mayor	Thomas Papaleo
Councilwoman	Ellen Busteed
Councilman	Dario Chinigo
Councilman	Joseph Gautier
Councilwoman	Michelle Kaufman
Councilwoman	Indira Kinsella
Councilwoman	Lissa Montisano-Koen

**ALSO PRESENT:**

Borough Attorney	Thomas Sarlo
Borough Administrator	Raymond Poerio
Borough Clerk	Stephanie Evans

**ABSENT:**

None

Mayor Papaleo called the meeting to order @ 6:30 PM.

**Motion to Enter into Closed Session @ 6:30 PM**

**Resolution #20-66**

**Motion by Councilwoman Kaufman, second by Councilwoman Koen.**

**All in favor 6-0**

**CLOSED SESSION TOPIC:**

**Closed Session**

<b>Docket #</b>	<b>Item Title or Description</b>	<b>Statutory Reference</b>
20-02/10-1	Shared Services Contract Negotiations	N.J.S.A. 10:4-12(7)

**Motion to Adjourn Close Session and Return to the Work Session @7:00 PM**

**Motion by Councilwoman Busteed, second by Councilwoman Kaufman**

**All in favor 6-0**

**FOR YOUR INFORMATION**

- A. Environmental Commission & Green Team presentation on banning single use plastic bags – Laura Hoogstrat, Chair of the Environmental Commission, and Bonny Stewart, Chair of the Green Team, appeared before Council to discuss the ban on plastic single use bags. Ms. Hoogstrate stated that ban needs to be put into place especially since Paramus is going through with their ban. She felt it was very doable here for River Edge, but we feel that businesses should be brought in and it should be discussed with them so that all the businesses can be prepared for it. Rather than saying they can't just use plastic anymore. We are moving in that direction so there isn't any reason why River Edge shouldn't be there. We would like to bring the businesses together and discuss it in a way that they can be prepared for ban. Ms. Stewart said just to give the businesses time to prepare, we are not thinking March, we are thinking next January. This should give them a

good amount of time to plan. Ms. Hoogstrate stated that in Paramus there are a lot of large businesses and for them it was a pretty easy turnover. Even though ShopRite still gives out plastic bags. We have a Dollar Store and small mom and pop stores that we really don't want this to be a burden on them, but we do want to eliminate all this plastic. Mayor Papaleo asked if they could speak on, he saw the sample ordinance that was circulated to the Council. Can they speak to the intent of single use that would, say we get another food store, single use for poultry or meat, would it be your intention, would it be the desire of the Environmental Commission and the Green Team that plastic could still be used to avoid contamination. For the idea of Styrofoam, he did not see that in the sample ordinance which was not necessarily what you are thinking so your intentions in regard to that, and your intentions, because it has been in the paper, what you would think the ordinance should do about paper bags, will they be permitted or not. Those are the three issues that are prevalent in what the State is considering. If you could just speak to that generally what would be your position on that in regards to those three issues. Ms. Hoogstrate stated that none of those three issues have been thoroughly discussed on our end, so we are talking about 2020-2021. She cannot say exactly how we would approach the paper. On a personal note that's not that much better than using plastic. Styrofoam would come under, if we were talking about restaurants that yet hasn't been discussed as to whether that would be included. Restaurants are also taking that Styrofoam container and putting it into plastic bags. Mayor Papaleo thought plastic bags to avoid contamination were permissible in the Paramus ordinance. What would be the position of the Green Team if there has been any discussion, and the Environmental Commission, in regards to that. Ms. Hoogstrate replied again that would only be if we had an operational food store that was selling poultry, fish, and vegetables. Currently we don't have one. Mayor Papaleo stated that there is potential in the future that could occur. Ms. Stewart stated (inaudible) in Paramus and surrounding towns have. We don't want to be different, so we should pretty much follow their guidelines as they were the first ones to go. Otherwise looking at some stuff today it looks like the State is actually looking to ban all three, plastic bags, straws, and probably Styrofoam containers, and possibly (inaudible), but that could be what the State's going to do anyway. Mayor Papaleo added that it's currently stalled between the Governor, the Assembly, and the Senate. He doesn't know how soon it's going to happen, if at all. There was an article today, he thinks, on the difficulty they are having because of Speaker Conklin, President Sweeney, and Governor Murphy. Ms. Stewart added that she works in New York City and they are going bag less March 1<sup>st</sup>. In a store she goes to everyday there are signs that are marked for the residents, and they have been up since January 1<sup>st</sup>. Ms. Hoogstrate mentioned that Oradell Environmental Committee has been working on banning single use plastic bags. We have been seeing what other towns have been doing. Mayor Papaleo had one more question before he opened up to Council. When would you envision this meeting with our small businesses. It is something you expect the Council to take the lead on or would the Green Team along and the Environmental Commission take the lead on this. In other words what is that you are expecting from us in the near or immediate future. Ms. Stewart stated she wasn't familiar with all the ordinance and how hard they are to pass or get one made, but she was thinking before this summer to start and during the summertime we could start advertising it so people get used to it. Ms. Hoogstrate said that as far as whether Council or they lead, they are perfectly willing to sit down with the businesses to discuss. As part of their series at the

Library maybe we can put together a workshop with businesses. A few other towns have done it before and we can go on from there. Again we can use what they know to help our businesses feel comfortable with the move. But again if Council wants to initiate that, that would be ok. We have also discussed with Environmental Liaison, Councilwoman Busteed, going to the joint Chamber of Commerce talking to them. Mayor Papaleo thanked them and opened to Council. Councilwoman Busteed suggested that they talk a little about the efforts they have done organically to reduce single use plastic in the Borough and helping people change their behavior. She knows they have a big project with the Boy Scouts and our community is embracing the elimination of single use plastic. Ms. Hoogstrate stated first of all there was the 700 pounds of plastic that was recycled through the challenge which could be looked at as a great thing. People are recycling their plastic or think that is an awful amount of plastic and recycling is tremendously better than throwing it in the trash or letting it blow into the river. It still needs to be down cycled, but by sending it trash it has to be upcycled. But by not using it at all that would be ideal. The Boy Scouts last year did "Scouting for Food", its 3,000 plastic bags, and some of them never get used after they bring them to your house with a little note. It's a great program and they collect a lot of food but they also spread 3,000 plastic bags. They collect maybe about 500 bags of food which is awesome but there is still 2,500 bags that they never see again. Some of the bags that they do collect are multi bags from one household. We discussed with them going bagless and last year they went partly bagless, some of the troops didn't handout bags but all the troops in town worked together on this project. Some went bagless and some used bags to see if they would lose out on food donations and as it turned out they received pretty much the same amount as in the past. So this year they are going 100% bagless, when you get your flyer it will explain how you can put the food out and it won't be in a brand new unused bag. We will see how people react to that, people are shopping in ShopRite in Paramus aren't going to have the plastic bags to put the food out in. You can use a box or donate one of your reusable bags. Again that is 3,000 homes that participate in or have the option to participate. Councilwoman Busteed wanted to add was that she didn't know what everyone else's experience is but when she goes in to our 2 large businesses in the Borough, Total Wine and CVS, she is generally asked first before they put something in a plastic bag. She doesn't think this is a tremendously heavy lift for the businesses in our community. With ample time to come up with alternate alternatives and educate the consumer to change their behavior as well. Councilman Chinigo wanted to thank them for everything that they do and he thinks they are terrific. As they know he is very environmentally consequence and he has with their help implement the Recycle Coach in town. He has done a lot of reading over the weekend on this and he was hoping they were going to come in here and present us with some statistics and a presentation as to why we should do this. He isn't criticizing them and he just hopes they can do that in the future after speaking with the business people and providing some statistics. From what he read these plastic ban bags sound like good policy good ideas in the beginning but once they are implemented because of other things that happen the environment doesn't actually benefit in any way from it. What ultimately ends up actually happening is that the storeowners that we are actually concerned with end up benefiting. In Mantoloking for example, they put this plastic ban in, so now the disposable bags are gone now. At every supermarket instead what they sell is a thicker plastic bag. Now the consumer has to buy the thicker plastic bags at \$.25 to \$.50 a bag. It's a lot more plastic

involved and then those plastic bags get used in the same way that the single use recyclable bags get used on a regular basis. So what you have is nothing is really helping the environment in this policy but the storeowners are making a small profit on the bags that they are now selling to the customers who go to ShopRite and forget to get the bags from their cars. Now they are faced with either buying a few bags at \$.25 a pop or having to leave their entire shopping and go back to their cars, which most people won't do. So now you have that. Also in reading it looks like, although, in those areas where the plastic bags have been ban, you gotten a reduction of 40,000,000 plastic bags which lead to an increase of approximately 80,000,000 pounds of paper bags. The paper bags when you start looking at how they are manufacturer, you have to use not only water, there are toxic chemicals, you have the heavy machinery involved, you have the fuel involved to run that heavy machinery, actually becomes a burden to the environment that is much greater than the plastic bags. When you look at the bags that are used, say cloth bags instead, the statistics, again these are a few studies that he read, one was from the UK, another from he thinks Australia, when you look at those bags it turns out you have to use that one bag something like 20,000 times in order to have an impact on the environment that is less than one plastic bag. These are all questions he has and doesn't know if these statistics are right and as he said he did some reading like an Internet Warrior he googled and read and by the time he was done he was more confused than when he started. It would be great if you could give us a little more than just asking us to do this because anything he can do to help the environment great. But if it's not going to have a practical effect in the end and it's just going to result in our consumers just spending more money and some corporations just making more money the way supermarkets down there are, he doesn't see the point. He hopes it has an effort and he is more than willing to vote if we can see it's going to have an effort. He isn't asking that you promise him it's going to have an effort, all he is asking is just a little more from our Green Team and Environment Commission to give us a little more to chew on. That doesn't have to be the next meeting. To answer a question we can move quickly within 1 month so it doesn't have to be next month in order to get it done by January. If you can get us all this stuff and we have time to digest everything by November we can make these things happen. He is open to anything they have but just a little more. Ms. Hoogstrate said she understood that and we do have to look at the businesses in town, maybe we will have a food store here again at some point, we are talking about businesses when you walk right out to your car and she goes to the Dollar Store and she says don't give me a bag, they are throwing 1 item into a bag that she can easily carry out to her car by herself. That bag can be saved and she doesn't need a reusable bag or another type of plastic or cloth bag. There are benefits here that might not be what other communities' experience. Councilman Gautier stated that the paper bags they biodegrade a lot quicker compared to the plastic and that is why they would be optimum. Ms. Hoogstrate replied that they are manufactured, as Councilman Chinigo said, they are not so much greater than plastic in terms of manufacture of them, what goes into then, but yes they will breakdown unlike the plastic which takes much longer. So you are thinking about end life not how long it's going to sit in the landfill and what it going to do on the landfill as opposed to a paper bag that is going to breakdown. That plastic is causing all the other things around it not to breakdown in that landfill turning in to methane. Councilman Chinigo asked retailers will still be able to sell bags, Ms. Hoogstrate replied those plastic bags yes. There were comments as to the number of times the thicker bag would

need to be use, Councilwoman Kaufman thought it was 250 which was still a long time. Ms. Hoogstrate did agreed it was a lot and they last a long time. Councilman Chinigo referred to the article he had in front of him saying it estimates you would need to use an organic cotton bag 20,000 times more than a plastic grocery bag to make using it better for the environment. Councilwoman Busteded said she knew the BA circulated a variety of ordinances that are currently in practice and she would certainly hope we could share those also with the Environmental Commission as well as the Green Team so they could come up with the best ideas and best practices that they would recommend. Mayor Papaleo suggested to everyone that it would be productive, practical for the Chairs to go back collect some data to satisfy Councilman Chinigo's questions. But to also look at the written ordinances and come up with what you think the Council should include in the ordinance. Bring that back to us with a presentation and suggestions of what you thinks would be appropriate for our ordinance. The Council will discuss and debate that and when it's in agreement, we would decide if we would send out a letter or invitation to our businesses or you. The Mayor personally thinks it's better as a grassroots sort of thing, but we would want to be at these meetings or at least available for these meetings. If that went well, which he thinks it would, the next step would be for us to have a first reading and a second reading. He is looking at a timeline of 3-6 months and asked if that seems practical and appropriate to everyone involved. We are going to pass the ball back to you and we will wait for when you want to come before us again dealing with whether all or some of the information that Councilman Chinigo was able to find from the internet is acutely accurate because we know it's filled with trolls and maybe some of that information is trolled or maybe what he said is 100% true and maybe we will have to rethink if we want to even do the ordinance. But towards one thing a lot of our sea life is being affected by plastic bags especially sea turtles and that would not happen with paper bags. Our ocean population there is an island of plastic out in the Pacific. Your argument about what happens in our landfills and how our landfill is being affected by the plastic and the methane. Having lived in Jersey City for 6 months he can tell you the methane wind when it blows in your direction and what the people breathe because of the landfills is horrendous. These are all things that we need to do and consider. We are a small municipality, just a borough, but we want to do it right the first time. Councilman Chinigo stated that he wasn't against it just so you understand. He gave the cover page of the article to Ms. Hoogstrate to look at and get back to the Council. Mr. Sarlo added that they just needed bullet points as to what they want to accomplish and what they want to see in the ordinance. From there if the Mayor and Council decides to move forward with this we than take those and incorporated into a draft ordinance and work off the draft making the changes. Mayor Papaleo stated that they come before the Council again with suggestions that would be meaningful for River Edge. Mr. Sarlo advised they read as many as they can because they are all different and can get ideas as to what they would like included. Some charge, some have a ban on everything, some address takeout Chinese which is allowed. Look at exemptions and so forth like that and just do bullet points. Mr. Poerio added that he sent out maybe 6 to Council and he will forward them out to the Chairs for them to take a look at. Mayor Papaleo thanked them for coming.

## **BOROUGH ADMINISTRATOR'S TOPICS**

Mr. Poerio stated that he sent out a report prior to the meeting on these topics.

He started by saying in 2018 DLGS changed their requirements as it relates to purchase orders. As many of you know now we have gone through and upgraded our p/o system. We now have an electronic purchase order system so there are no more hand p/o's, or are very few. They all go through a system that he ultimately sees and approves. From there we currently, right now send out to the vendor to get a vendor certification saying that this is what we went ahead and the Borough had ordered. Many municipalities were complaining for several years about what an encumbering process this was. So the DLGS came up with new regulations allowing municipalities to adopt a more restrictive policy where you don't have to send out every purchase order for a certification. There are some that are still required under the ordinance that he sent or on the Local Finance Notice that he sent out. He wanted to get Council's feeling on that since one of the big things on that we have been looking at is to try and make finance the dept. along with every other dept. a little bit more efficient. There are really three aspects that he sees from this that you have a choice to do. The first is you can keep the policy exactly the same way that it is. We continue to go ahead sending the purchase orders out for the claimant's signature and wait for it to come back to put it on the bill list. The second is adopt a policy with what the LFN says or what it allows you to do and who would still be required for that signature. The third is a hybrid meaning that if there were additional ones you wanted to add to the list of what the LFN suggests, you certainly can do that. He ran these through the Borough Attorney as well as the Auditors, neither had any issues with this basically saying it's up to the Council and whatever it is they want to do. Councilman Gautier questioned if it would be possible to consolidate some of bills. For example we had numerous bills that we had to sign tonight for Costa for soil movement permit payments. If it was one bill where it was 4 or 5 bills for the same thing, couldn't we do that. Mr. Poerio replied that was a separate topic. Each purchase order, those purchase orders get generated by the action that occurs. For Costa for soil removal permits, each one of those are against an account which causes us to now generate the action is, the action causes us to generate 4 different p/o's. It's not like it's from one of our standard operating accounts, it's from basically an escrow account that the resident puts up. You can't really do that for 4 different residents because they have 4 different accounts that are currently set-up. On others in the back end what you don't see that when we mail out the checks, you may have 10, 20 different items associated to just one check and this is where you are creating efficiency there. As far as purchase orders are concerned right now every purchase order that we have is mailed out to all our vendors. It is time consuming and there is a tangible cost associated with postage and a non-tangible cost associated with the staff having to go ahead and do that. Councilwoman Busted asked what his recommendation was to make it most efficient. Mr. Poerio said he thinks he would follow the rules and regulations with the LFN that are currently established. He would come back and do it for this year and revisit it at the end of the year with himself and the CFO continuing to monitor it for any problems associated with it. We can certainly advise Council on the situation and if there aren't any concerns we can keep it in place. If there are concerns we can always add items to that list. There is just so you know there is a caught all in the resolution that if we feel for whatever reason that there are any issues associated with any vendor the CFO or himself can always require a claimant's certification. Councilman Gautier asked in that scenario if they would still receive the full bill list. Mr. Poerio replied that the bill list is the short answer is yes. Nothing changes with that. The question is instead of now sending it out to the vendor

when we get the invoice we go ahead and process it, part of the processing component is that it ultimately comes up to him to review and approve for it to go on the bill list, and ultimately the bill list is what you all review, sign, vote pass on. That resolution is currently on agenda so there really is no action you need to take.

The second item ties into the Councilman's question is that right now there are big folders that many of you have in front of you, which again ties in you as a Council signing each individual voucher. He preferences this by saying again this is only an efficiency measure. Right now the Council as a whole approves every bill by approving the bill list you are approving every voucher that is on there. So really there isn't a need, at least in his opinion, for you to continue to sign those individual purchase orders. Again it's really a choice decision, we are happy to provide them to you if you want to continue along that line. In the thought process of being efficient he puts that question to you to receive some direction. Councilman Gautier confirmed that the Council would still get the whole bill list. Mr. Poerio replied yes and frankly as everyone did today, if there are questions, he thinks he actually got more questions today. He had the Finance Committee asked about specific ones, got the answers and responded back to them. So it's not like there still isn't a check and balance when the bill list is received, you would still review it. Again as a Council whole, anybody on Council can question any bill at any time and you have that ability. He can assure them your Finance Chair is very happy to send him plenty of emails and he hopes that he answers them in a timely fashion. Mayor Papaleo thought it should be directed to the Finance Committee, what is their feeling about this idea. Councilwoman Kaufman stated she was in favor of this idea. She goes through the bill list and any questions she has... Councilman Gautier said that they could always go through the bills list. Councilman Chinigo stated that he like going through each one taking a look at it but he also thinks to himself is it a priority that he sign for \$9.00 he doesn't really need to go through. Yes, maybe a threshold of \$5,000 and up we should actually review or \$10,000 and up and then the smaller ones like \$89.00 for toilet paper for Borough Hall, does he really need to sign that and question it. Councilman Gautier said he thought the vast majority was under \$100.00. Councilman Chinigo stated that was what he was saying, as you are looking at that there are only a few of the bigger ones that maybe we should still as a Finance Committee continue to review, question and sign. Councilman Gautier asked what he thought of \$1,000 threshold, Councilman Chinigo replied he was ok with \$1,000 if they were good, unless they thought it was too much, maybe go to \$5,000. Mr. Poerio added that just so they know as the QPA he has the authority to enter into a contract with someone under \$6,000. Frankly he would set the \$6,000 as being the limit because it ties in all together and anything over the \$6,000, again we can try this as a pilot. If you come back and say the \$6,000 is still driving someone crazy and want to increase to \$20,000 than its \$20,000. If you feel that you are now getting enough information and would like to reduce it back down to \$1,000, we can do that. Councilman Chinigo stated he was good with \$6,000 starting there and see how it feels, Councilwoman Kaufman agreed with that. The Mayor if there any objection from Council and Mr. Poerio remind him there was action to be taken, it's just an internal policy.

The next item on his agenda and it ties back into one of the resolution on the agenda revolves around the payroll clerk vacancy. He put together on the agenda

a proposal from Battaglia Associates and given you some financials in his email that he sent on the cost savings that this would generate by going this route you will save approximately \$32,000 for the year. Mayor Papaleo asked if everyone got a chance to that. Council replied yes. Mr. Poerio said again no action at this point in time, it's a resolution on the agenda.

The last comment revolves around the payroll services. We have had some healthy exchanges back and forth as a Finance Committee. Councilwoman Busted and he had a conference call with our CFO today regarding it as well today also. So you understand the process, the person in charge of payroll gathers all the information and goes ahead and works with the payroll company. Whoever your payroll company is, right now it's ADP. One of the conversations perhaps to move to a different vendor because they can offer a more robust service at relatively the same pricing. It is an additional cost but he thinks the benefit outweighs the additional cost. Frankly this is a good year because of the restructuring and many things we have done in the Finance Dept., whether proactively or reactively. You do have the money available there with the money you are saving by going with the other proposal. The Mayor asked Mr. Poerio, just for the record he thinks the difference was under \$2,000 between ADP and the other company. Mr. Poerio said there is several numbers that you have to evaluate. If you evaluate what we spent with ADP this year was \$25,423.25 and what the other vendor is proposing is \$26,957 so the Mayor is correct it is under \$2,000, but there is a onetime set-up fee to migrate all of that information over. But again it is only a onetime set-up fee. Mayor Papaleo stated just for the record, it's similar and we get more services. Mr. Poerio said it was a little higher than what was previously budgeted for, but it seems better, more bang for your buck. Councilman Gautier confirmed that this was with more features as far as the HR, and be able to automate vacation time, sick time. Mr. Poerio replied yes.

The last item he has on his agenda is a little bit more time consuming. It relates to the Library Grant/ Community Center. The last Council meeting he reported that the State was coming out with guidance with how and what the Library grant will entail. The Library Director and he spent and 1<sup>1/2</sup> at the Library watching the webinar regarding this topic. One of the major things certainly that he was looking for, and he believes the Library Director was also looking for as well, was to get an understanding that if we go ahead, the thought process along and we talked about this, was to get an economy of scale. This means you have the HVAC and generator, is what we previously discussed, and you have the Community Center, who is also going to be doing an HVAC system and the generator would benefit the Community Center and 1/2 the wiring, is there an economy to scale by doing these project together. His belief is yes, and the Architect's belief is yes. Typically you do get an economy to scale when you do merge these types of items together. The question was will the State allow us to put the Library grant that we are applying for and this project we are doing wrap it together as one bid document and will they then reimburse us for whatever we did receive the grant for. The answer to that is yes. They have come back in their webinar and said yes we can go ahead and do that. That is really good news for us and that is the easiest part. The next part, the so the Council lastly left off with their direction to him was to move forward with the HVAC, move forward with the generator and as it relates to quite room, which he will touch on in a minute. The thought process was while we were doing the HVAC at a minimal we could



potentially run some of the duct work in to the quite room. The Council's thought process at that time was to build the Community Center, the HVAC done and then come back and reevaluate whether the quite room was needed or not. That was your prospective with the previous Council. To make things more interesting, recently a meeting took place with Library Board and some representatives from Council, where the Board asked the Council to revisit the topic of a quiet room. He had sent out all the information that he has currently as of today. A lot of emails have been exchanged through the Mayor and Councilwoman Koen, who have been in part of the process, and some of the concerns that he has really relate from a financial perspective. He wanted to clarify what he meant by saying concerns, at the end of the day your Administrator will do whatever it is you are asking to have done. He is just pointing out the numbers and you have to evaluate them and let him what direction that you want to head in. He said that to the Library Direct as well. Mr. Poerio isn't weighing on whether you should or shouldn't and he is just presenting the facts as they were presented to him. The first conversation and first thing he is going to need from Council is whether or not you have an interest in pursuing this quite room. That is the kind of overall arching perspective and then it ties back into, and he preferences that by saying the sentiment previously was Council's A, perhaps now the sentiment on Council was B, and he needs to get some understanding from Council of what it is this current Council's thought process is. Assuming that the thought process has changed there are several components that are challenges, there are the possibilities that we could surety overcome them. But that ties back into the Council giving him direction to say this is something that they actively want to pursue and frankly we are willing to put more money behind this project then what was currently allocated. He ran though the scenario for Council as he referenced the email he sent them. The "quite room" itself is estimated at \$122,691. Half of that cost would be approximately \$61,345. One component associated with that room is there is going to be a need for an Architect and most likely its going to be Architect we have doing our projects since he will be putting out the bid documents. There is going to be a cost for designing that room and also there is going to be cost for the construction oversight of that room. What that cost is we don't know the answer to that as of today, that's a variable. Councilman Chinigo asked if all these costs are what the Library will be paying for. Mr. Poerio stated that if you go back through his spreadsheet, if he may finish going this. You have the generator and the HVAC which is on us, the HVAC minus the "quite room" HVAC. You have the generator which is on us and we already have the funds allocated. The two additional projects were the "quite room" and also they are interested in applying for an ADA Children's Desk, which sent out the information on as well. So when you add up the totals of the "quite room" and ADA, taking the generator and HVAC off to the side, that total cost would be approximately \$167,000. The Library has funds available to them as of today \$25,000. There is a thought process that the Library's Friends of the Library may be able to additional funds, however it is unknown as of today if they be would be able to raise those funds by the time of the grant application. As he told the Director he is not going to include those numbers in his estimate because as the webinar told us you are only allowed to utilize in-hand matches that you have. You cannot project and say we are going to go and raise another \$50,000 and use that as our match. The grant application doesn't allow for that. We have about another 2 months, he will get the exact date to everyone on Council. If you take the \$167,000 minus the \$25,000 brings you to \$142,000 and

half of that now becomes a \$58,000. match or half the cost would now become \$58,000. in additional funds that would be required. Going back again to the HVAC whether we put the HVAC as part of our project or part of the Library's project there still is a cost. Whether we take it out of the \$100,000 estimate for the Library as presented and say we are estimating at that cost is going to be \$15,000. and take it out of our proposal because the town is going to handle it. But now that responsibility now shifts to the town for us to pick up as well as the match associated with it. That is something for you to consider. So depending upon what the council ultimately tells him, he will go back and have a conversation with our Architect and say give us a quote on what it would cost to design and to do the construction oversight for this "quite room". The second part he will be asking is for our Architect to assist us the overall grant application, whether it's the "quite room" or HVAC, or however we are going to need some additional help with that, and some costs with what they would charge to help us. If Council was still with him, he was going to touch on the Community Center as it ties in. Then we will wrap up in a nice bow. What's left on the Community Center is really, #1 the kitchen component which currently right now is a prep kitchen associate with the original concept. In his conversations with the sub-committee and Council there is a desire to go ahead to upgrade that from a prep kitchen to full blown commercial kitchen. At least to design it and run the utilities for it and ultimately take the component and bid that out as an alternate. The piece of the puzzle we are waiting on from DMR is the estimated cost associated with that. The last piece of this was the site work. In going through this process of the Community Center the Engineer thought the Architect was including the front entrance way and the walkway in his cost estimates and the Architect through the Engineer was including this in his estimates. So on Wednesday he is meeting with the Architect and the Engineer to resolve that and along with to address all the other questions he has laid out here and convey to him what your will is and gather the additional information from the Architect to what they would charge for the design, what they think the cost estimates would be. Once he gathers all that information he will update all of finances associated with both project and send that out to Council. That is the overall and its very convoluted process with a lot of moving parts. Mayor Papaleo asked would be fair to say it would be financially more efficient and more prudent for us to tie what is happening in the Library and what's happening in the Community Center, the Community Center needs to wait until we make a decision about what is happening at the Library. Councilman Chinigo questioned what the Mayor meant about what was happening at the Library. The Mayor stated with the grant for the Library. Mr. Poerio answered there are aspects of the Community Center that can continually to be worked on either way so he doesn't think "wait" is the right word. He thinks that ultimately and he is hoping to receive some guidance from Council on what the direction is what you want to pursue depending upon what you decide here he can then convey back to Architect. To further expand on that point, if you told him today that they want to build this "quite room" he would then need to tell the Architect and assuming the Council is okay with what it cost to build and what the additional funds would be he would need to tell the Architect to incorporate that "quite room" as part of the design, if we incorporate the design, as part of the bid documents. Councilman Gautier had questions starting with the plans for that room weren't they already completed. They didn't hire an Architect to draw up the plans for that room. Mr. Poerio replied that there is a conceptual that is done that he included in their packets. But what he will tell you is that no

Architect or Engineer will take someone else's work product and wrap it into their document. They are legally responsible. Councilman Chinigo wanted to back up as it sounded to him we are inflating several different projects in one for the purposes of discussion but they are going to be very separate projects. They don't necessarily have anything to do with one and other. The "quiet room" really doesn't have anything to do with the Community Center and kitchen that we designed. The HVAC system may have part of it if the "quiet room" is built. The HVAC system is going to be, let's say the "quiet room" is not built, we are still putting in the HVAC system in the Community Center and the Library so he wasn't talking about that portion of the project. He is talking right now about the "quiet room" but before we even get there, the ADA desk, can you give us a little bit more about this because that is separate and apart from the "quiet room". Mr. Poerio agreed with it being separate which ties back into, just for clarity sake, there are four components with which the Library is looking to apply for the Library grant. That is why it's kind of all wrapped together, which is the HVAC, the generator, the "quiet room", and the ADA desk. Councilman Chinigo said we didn't have to say yes to everything, we can say yes to one thing and no to anything correct. Let's talk about the ADA desk, can you give us a little more about this desk. Mr. Poerio began by saying the ADA desk, from what he understands, is when you first walk in to the Library on the left hand side there is a desk that isn't ADA compliant. This was something that was their last year's capital list and he thinks the Council at that time decided to not go ahead and fund it. The thought process was either that should be the responsibility of the Library Board or that could be something that could be applied for through that grant. However you can fund it, you can agree it should be part of the grant, you pretty much have a buffet of options. Councilman Chinigo wanted to confirm that it was approximately \$20,000. and they have \$25,000. that might be earmarked towards this "quiet room". Mr. Poerio stated they have \$25,000 towards the project, that's correct. Councilman Chinigo said okay and if they don't use it for that project they could use it for this ADA desk right. Mr. Poerio agreed with that. Councilman Chinigo continued by saying the "quiet room" itself, he was on the Library Board as a liaison when he first started as a Councilman a little over 3 years ago. At that point they were talking about building this room and they were saying all they wanted us to do was to approve their ability to do and they would fund the whole thing. Now it sounds to him like they have \$25,000 and they are asking us to fund another \$125,000-\$135,000 is that correct. Mr. Poerio stated they have \$25,000 they are looking to utilize the cash that they on hand plus some additional funds from the Borough to create the match in order to apply for the grant for that "quiet room". Mayor Papaleo asked what that would be from the Borough approximately. Mr. Poerio appreciated that we are trying to segregate it out, however, it's kind of packed as a whole. If you have, if the "quiet room" is \$122,000, half of that cost would be \$61,000 and that doesn't include any architectural drawings or construction oversight. Councilman Chinigo added that they have been talking about this to us for the last 3 years and they are not coming to us with hard numbers. Three years ago we told them to go ahead and do the project if that is what they want, they would have to fund it. Councilman Chinigo asked if he was misremembering it that is exactly what we said to them. They said they didn't need any funds from us and they were going to pay for it we just need approval to do this project. Mr. Poerio said he guesses now they are looking to while they currently have the \$25,000 and under your scenario they would need to go ahead and raise in essence another \$100,000. Their perspective is that they

are looking to maximize this grant opportunity so the State would pay for half of it. Councilman Chinigo stated again the Library is terrific, Daragh is terrific, he thinks the Library Board and the Friends of the Library he has nothing but positive things to say. But he does have an issue with this one room. We have been talking about trying to build this Community Center. Isn't the Library supposed to be a quiet space to begin with and he doesn't really understand this separate quiet room and he is assuming what they are going to say it's kind of loud now because a lot of people come after school, the kids play and this that and the other. Well that is kind of why we are building a community center for so that doesn't have to happen in the Library. We have said over and over to the Library Board can you please just wait until we build the Community Center and then if you need it we can reevaluate exactly what you need and how you go about it. He is afraid we are going say okay put all this money towards this "quiet room" and we build the Community Center and no one uses this "quiet room" because the Library is going to be quiet because people are using the Community Center for community type activities, and for after school activities. Our Director wants to program that Community Center so we can have kids there having a positive, active, educational, social interactions with one and another and that isn't really the purpose of the Library so to speak. The Library has terrific programs and we are more than happy to have this Library, this Director, and he thinks they have done some fantastic things but this fixation on this one "quiet room" while we are building this center, which already is going to be something of a beast and to put all this extra money in to a room that may or may not be necessary down the line. He isn't saying that it isn't necessary, he's just saying we don't know for a fact that it is going to be necessary at this time. The Mayor wanted to just add more context to this since he and Councilwoman Koen were at the Library when they were discussing this. The grant requires the Library sign off on it so they had to initiate this activity for the grant. They put our priority of the generator and the HVAC as priority 1 and 2. The way the grant will be evaluated according to what the Library said, Mr. Poerio can speak to that, is that commission or whoever is going to review the grant can say we are going to do priority 1-4 or 1 & 2, or just priority 1. They said why not apply for this and when they originally had this discussion they had presented it to Councilwoman Koen and himself that they could cover all by \$10,000 of it. If that was true then we both felt it would only be an additional \$10,000 from the council, but as the BA has correctly said they did not realize and they did not share with us that there would be architectural costs or construction costs. Some of the money they said Friends of the Library would provide is not there yet to provide. It must be there when the grant is applied for. So they were simply saying these are our priorities and the ADA desk is number 4. They are basically saying if they could get these thing half paid for by State this could be a good thing. There isn't any guarantee that the State will say you can do priorities 1-4. The State might simply say do priorities 1 & 2. Now in the video according to them the State specifically talks about HVAC, so there is a strong understanding that they have the HVAC would be approved. Of course that is the biggest ticket item. The generator would also be approved and Mr. Poerio had talked about that to. He doesn't think they are trying to hoist it on us. Councilman Chinigo object to that term and Mayor Papaleo did apologize for that and continued by saying he didn't think they were trying to get us to do something that they had told us 3 years ago they were going to do on their own. He thinks what they are saying is we see an opportunity here for us to save money if we could include it in grant on the off chance the State approves all four

priorities. The State doesn't have to approve all four priorities. There are two rounds for this and there are many municipalities that are going to apply. They felt and it's their decision because they are a board, that's why not throw it in the mix. But they did put our priorities first, which is also their priorities. Both the Mayor and Councilman Chinigo agreed the HVAC and the generator are priorities and should be applied for. Mayor Papaleo said we could absolutely say no, but he doesn't think that they are...Councilman Chinigo stated he wasn't saying no to the entire thing, but the "quiet room" why don't we wait on that as he has said it to them at the Board meeting, they came here before Council a year and a ½ ago and...Mayor Papaleo asked if the "quiet room" be put into the second round, could we reapply in the second round. Say we go the HVAC and the generator and that got approved in the first round, couldn't the second round we then put, if the Council was interested...Councilman Chinigo added the ADA desk. Councilman Gautier thought there was something to consider and this could be a worthwhile project possibly if you know if the cost was right and we were guaranteed the grant as well. That is a major consideration. He thinks we should try to incorporate the plans that were already done but however those plans, if you do build a "quiet room" that could effort how you would design the HVAC system. If you start to compartmentalize after the HVAC system is designed then you could problems as are as airflow goes. Councilman Chinigo said maybe he misunderstood Mr. Poerio but he thought that we needed to get a new architectural drawing and a new engineering if that was the case, but we can't just incorporate those plans. Councilman Gautier thought that maybe we should try and incorporate them is what he is saying. The Mayor said maybe we could get Mr. Poerio to comment on all that we just talked about. Mr. Poerio wanted to see if he could tick them off point by point. Just for clarity sake the ADA was one of the items that was mentioned in the webinar as being an item that the State is definitely interested in funding. As far as the plans, you don't have plans right, we have no plans, we have a conceptual for the "quiet room". Councilman Gautier wanted to confirm that they didn't have an actual...Mr. Poerio replied that are no plans just a conceptual that he attached in the email that he sent out. The Architect can say okay they understand it's a conceptual of what you are looking for, however, our Architect would still need to go ahead and design it. Or conversely even if our Architect was willing, and he is pretty sure the Architect wouldn't be, that not being a slant on our Architect, just past practice, to accept if plans are fully done to accept it into our bid documents. However, there is no set of plans from the Library's Architect that you could even move over into our set of plans. Again it's only a conceptual. Here's the box, here's where the chair is going to be, and where the walls are going to be. Either way you are going to need a set of plans and construction oversight from one of the two Architects. So there is a cost associated with. The question arose could we hit this up on the second round, yes he believes so. He doesn't want to misspeak, but he believes so, however, we are still faced with the same trials and tribulations that you are still looking for the match, is part of your issue. You currently right now don't have enough funding in order to cover the match that is associated with doing a "quiet room". Councilwoman Busted asked when is the second round and will they have funds. Mr. Poerio replied they haven't said or at least it wasn't in that webinar that he attended. They only briefly mentioned that there would be a second round at some time. They really didn't get into the details associate with...Councilman Gautier said like Mr. Poerio said who knows if there will be down the line. Councilman Chinigo added he may be wrong but he thinks 3 years

ago they were talking that they had \$25,000 in the kitty for this project. So if 3 years ago they had \$25,000, and they have \$25,000 today he doesn't see them coming up with another \$25,000 in two months. The Mayor went on to say we would need a decision from the Council. Mr. Poerio said we would need a decision preferable today of where your heads are at, or at least have an understanding of where your heads are at. Mayor Papaleo wanted to take it piece by piece. Councilman Gautier would say this to, we go this information a couple of hours ago and it's a little bit too much information to make a decision on hundreds of thousands of dollars when we just found this out. Most people are still at work when the email came through with all this information. He thought we need to sit back and maybe talk about it at the next meeting and gather some information to get some clarity on a few of these issues. Councilwoman Koen thought they needed to have the Library clarify what Daragh is bring to the table. She wasn't on the Council three years ago but that wasn't part of the conversation we had. Mr. Poerio questioned which part. Councilwoman Koen replied which they came to the Council saying they didn't have the money for a "quiet room", so if that was then where should they be now. Councilman Chinigo said it wasn't just three years ago, it was afterwards because he believes Councilwoman Kaufman was already on when they came in, if he isn't mistaken when they gave that presentation. Councilwoman Koen stated that her point is they should come back and clarify. Her other point that she wanted to make is for the ADA, she asked a question if the town has any liability because this is an ADA issue and it's not. There is no liability concerns for the town because the Library is ADA compliant and as long as they are compliant having an ADA desk isn't a reaction to any liability. Councilman Chinigo stated he would be all for an ADA children's desk. We really don't need to debate that but he thinks the HVAC system and the generator are things that we need and we should plan for. As far as those are concerned he thinks absolutely we go for it, if we can get a grant great, we'll match because we are going to have to come up with this money anyway, so that makes sense. The "quiet room" he would say wait, wait until we build this Community Center and see what their needs are and come back to us. Yes if there is a need at that point then we can fund it and see what happens then. He has a feeling that will kind of go by the wayside. He may be wrong, he may be, but he doesn't think it costs us anything to wait a little bit. We have been hearing about this for 3 years now so another couple of years it's not going to be the worst thing in the world. There isn't an absolute pressing need that he can see, can anybody enlighten him as to such a need, and has anybody heard there is an urgent need for it. Councilman Gautier said maybe what we should do is also invite Library Board to talk about it. The grant is due in two months so we ask the Library Board to come by and talk to us about it. Councilwoman Busted thought the pressing issue was settling the engineering costs with DMR and whether or not we are going to include this in the final engineering costs for the Community Center. There is that piece of it by delaying. Mr. Poerio suggested that he will when he meets Wednesday with our Architect, who is associated with the Community Center, he will convey at least a conceptual and try and get him to put together some rough numbers together as far as cost. What he would cost, what he would charge as well also. At least that is a little bit more information for you and we certainly have the Library Board come in to the next meeting if that is your desire. That is up to you and whatever direction you want to head in, but you are still faced with at the end of the day you still have a problem with a match. Whether you wait now or two weeks from now you still have your

problem with the match. The Mayor stated he was just speaking to Mr. Poerio before saying that we do need to get the Architect moving because the longer we take...his heart goes out to the Library Board he thinks we need, he would recommend to the council that we move ahead with just the HVAC and the generator. When the second round comes around, especially if the second round doesn't occur until the next fiscal year we would want to do something then but right now given the budgetary constraints and given the calendar, with the hope we could begin the Community Center, the HVAC, and the generator this summer he thinks we are just tied. We have to make a decision. A motion was made to apply for the HVAC and generator.

Motion by Councilman Chinigo, second by Councilwoman Busteded.

Mayor Papaleo didn't think this requires a formal vote, but asked if all were in favor.

All in favor 6-0

Councilman Gautier wanted to make sure basically this is to...Mayor Papaleo stated we are going to tell the Library we are going to put off the "quite room" and the ADA desk until the second round. If we could put it in the next financial year because it took forever for them to get this grant out in the first place. Then we can put it in the second round and if not we look to try and help them. May be in the future if we can afford it, but we absolutely have to move forward with the Architect. Councilman Gautier stated that we had some issues with the center when we were going to go with the Architect for that, one question was the kitchen are we all in agreement that we are going to put in a kitchen. Councilman Chinigo thought it should be plumbed out for a kitchen, whether we are actually going to put it in he thinks down the line if we don't do it right away the ability to be able to put it in just makes sense. Councilman Gautier's concern with that is if we are going to have SCORE there and we don't need an approved kitchen. Councilman Chinigo stated that is why we would plumber it out for the kitchen. The Mayor said even with our best hopes we wouldn't be opening it until December and then we would be in a new fiscal year. We wouldn't be using the kitchen until the fiscal year ends. Mr. Poerio said it's in the bid documents or in the conceptual and cost estimates it's currently set up as a prep kitchen. Councilman Gautier said it was a room with a sink. Mr. Poerio replied that's what he was being told. Again the instructions they had given to him previously before, as he thought he had conveyed was we were going to plumb everything out. We were going to hire someone to design a kitchen, they were going to design a kitchen in the base bid, we were going to plumb everything out and then all the other components would be put in as an alternate for you either to make a choice of the time where we open bids or at a future date. The Mayor felt this was the best way to do it at this time.

## **FOR DISCUSSION**

### **WORK CONSENT AGENDA**

#### **OPEN FOR PUBLIC COMMENTS**

**Motion by Councilman Gautier, second by Councilman Chinigo**

**All in favor**

Patrick Kelly, 163 Bogert Rd – He asked about his clothing allowance and wanted to speak to the Clerk. Mr. Poerio stated that all allowances were already processed for the next payroll. He did explain that this wasn't the forum for this but suggested he provide

his phone number arrangements may be made.

**CLOSE TO PUBLIC COMMENTS**

**Motion by Councilman Chinigo, second by Councilwoman Busted**

**All in favor 6-0**

**Motion by Councilwoman Busted, second by Councilwoman Kaufman to Adjourn @8:15 PM.**

**All in favor 6-0**

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Stephanie Evans. RMC

Borough Clerk