

Borough of Hasbrouck Heights - Reorganization Meeting - January 1, 2014

## **BOROUGH OF HASBROUCK HEIGHTS**

### **M I N U T E S - REORGANIZATION MEETING**

**JANUARY 1, 2014**

The Reorganization Meeting of the Mayor and Council of the Borough of Hasbrouck Heights was held on January 1, 2014 at 12.00 p.m. at Borough Hall, 320 Boulevard, Hasbrouck Heights, New Jersey.

The Oath of Office was administered to Councilman David Gonzalez by Mayor Rose Heck with his family surrounding him.

The Oath of Office was administered to Councilwoman Sonya Buckman by Mayor Rose Heck with her family surrounding her.

Mayor Heck declared the 2014 Reorganization Meeting in session and Borough Clerk Rose Marie Sees stated that the meeting complied with the Sunshine Law, due notice having been made to all members of the Council on December 4, 2013 and to The Observer, The Record and the Herald News on December 4, 2013.

**ROLL CALL:** Present: Mayor Rose Heck, Councilman Justin A. DiPisa, Councilwoman Sonya Buckman, Councilman David Gonzalez, Councilwoman Pamela J. Link, Councilman Russell A. Lipari, Councilman Christian Semenez

Absent: None

**SALUTE TO THE FLAG AND PLEDGE OF ALLEGIANCE:** Mayor Heck led in the Salute to the Flag and Pledge of Allegiance.

**SINGING OF AGOD BLESS AMERICA:** Tax Collector Conchita Parker led in the singing of "*God Bless America.*"

**INVOCATION:** The Invocation was offered by Reverend Msgr. Lewis V. Papera, Pastor of Corpus Christi R.C. Church.

#### **OATH OF OFFICE ADMINISTERED TO FIRE DEPARTMENT OFFICERS:**

Mayor Heck administered the Oath of Office to Fire Chief Patrick Hayes, First Assistant Chief Angelo Roccamo and Second Assistant Chief Richard Giarratana with their families surrounding them and to all Fire Department Officers: Secretary, Justin Watrel, Treasurer, David Gumbrecht. Engine Company One: Captain Robert Pietz, Lieutenant

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**OATH OF OFFICE ADMINISTERED TO FIRE DEPARTMENT OFFICERS (cont'd):**

Bernardo Valente, Secretary Justin Watrel, Treasurer Christian Semenez. Engine Company Two: Captain Robert Knobloch, Lieutenant David Gumbrecht, Secretary Patrick Mucha, Treasurer David Gumbrecht. Hook and Ladder Company One: Captain Peter Kolodziej, Lieutenant Jeffrey Rubino, Secretary Michael LeSane, Treasurer Gregory Rubino. Ambulance Squad: Captain John Riordan, Lieutenant Elizabeth Waring, Ambulance/Rescue Secretary Rebecca Ratkowski. Rescue Squad: Captain Joseph Taylor Jr., Lieutenant Michael LeSane.

**2014 BOROUGH COUNCIL COMMITTEES:**

Mayor Heck requested the Borough Clerk read the following list of Borough Council Committees:

Commissioner of Finance	Pamela J. Link
Deputy Commissioner of Finance	Justin A. DiPisa
Commissioner of Police	Justin A. DiPisa
Deputy Commissioner of Police	David Gonzalez
Commissioner of Fire, Streets & Sanitation	David Gonzalez
Deputy Commissioner of Fire, Streets & Sanitation	Russell A. Lipari
Commissioner of Recreation and Parks	Sonya Buckman
Deputy Commissioner of Recreation and Parks	Pamela J. Link
Commissioner of Social Services & Welfare	Pamela J. Link
Deputy Commissioner of Social Services & Welfare	Christian Semenez
Commissioner of Health & Land Use	Russell Lipari
Deputy Commissioner of Health & Land Use	Justin A. DiPisa
Commissioner of Public Facilities & Transportation	Christian Semenez
Deputy Commissioner Public Facilities & Transportation	Sonya Buckman
Senior Citizens Ombudsman	Russell Lipari
Juvenile Outreach Ombudsman	Sonya Buckman
Library Liaison	Sonya Buckman
Drug Alliance Chairperson	Rose Heck
Municipal League Liaison	Rose Heck
Intergovernmental Services Liaison	Justin DiPisa
Chamber of Commerce Liaison	Sonya Buckman

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Community Awareness Access for All Liaison	Pamela J. Link
Environmental & Transportation Commission Liaison	David Gonzalez
DPW Mayor's Liaison	Garrett Pepe
Fire Dept. Mayor's Liaison	Tom Meli
Recreation Dept. Mayor's Liaison	Ron Kistner
Finance Committee – Mayor's Liaison	Steve Pikowski
TANAAC – Mayor's Liaison	Fritz Rethage
Mayor's Committee on Community Celebrations Liaison	Patricia Link

**COUNCIL PRESIDENT NOMINATION:**

Mayor Heck asked if there was a motion to nominate a council member as Council President for the year 2014. Councilman Lipari made a motion to nominate Councilman Justin A. DiPisa, which was seconded by Councilwoman Link, and was unanimously carried.

**CONSENT AGENDA:**

1. Petty Cash Funds
2. Authorize CFO to Invest Idle Funds
3. Authorize CFO to Prepare Payrolls
4. Designate Official Depositories for Borough Funds at Valley National Bank
5. Authorize CFO to Pay Medical Insurance Premiums
6. Authorize Signatures for Borough Checks
7. Designate Official Newspaper as The Observer, The Record and the Herald News
8. Set Meeting Dates for 2014 Council Meetings
9. Temporary Budget
10. Continuing Tax Settlement Committee
11. 2014 Debt Service Budget
12. Designating Number of Hours per Week as Minimum Requirement for Full Time Status
13. Authorizing Rate of Interest to be Charged for Nonpayment of Taxes
14. Adoption of By-Laws for 2014
15. Authorizing Appointment of Kevin Condal as a Probationary Patrolman of the Hasbrouck Heights Police Department effective January 1, 2014

Mayor Heck requested a motion to approve the Consent Agenda which was made by Councilwoman Link, seconded by Councilman DiPisa, with Councilman Semencz

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voting No on Resolution #15, and otherwise unanimously carried, the foregoing Resolutions on Consent Agenda were adopted (Resolutions attached).

**COUNCIL MEMBER TO PLANNING BOARD:**

Mayor Heck asked if there was a nomination of a council member to the Planning Board. Councilwoman Link nominated Councilman Lipari as representative to the Planning Board which was seconded by Councilman DiPisa and unanimously carried.

**NOMINATION OF PROFESSIONAL APPOINTEES FOR 2014:**

Mayor Heck made the following nominations and requested confirmation by the Council:

<b>POSITION</b>	<b>APPOINTEE</b>	<b>TERM</b>
Borough Engineer*	Kenneth G. B. Job, P.E.	1 Year
Borough Auditor*	Paul Garbarini, Jr.	1 Year
Bond Attorney*	Steven Rogut	1 Year
Appraiser*	Ernest DelGuercio, Jr.	1 Year
IT Specialist*	Cameron Arabi	1 Year
Borough Planner	Remington & Vernick	1 Year

\*Subject to adoption of resolution by the Governing Body authorizing contract and further compliance with N.J.S.A. 19:44A-20.5 et seq.

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Chief Fin. Off.	Michael J. Kronyak	Tenure
Administrator/Treasurer/ Purchasing Agent/ Administrative Officer of Land Use	Michael J. Kronyak	1 Year
Borough Clerk	Rose Marie Sees	Tenure
Supt. D.P.W. /Recycling Coord.	William Spindler	Tenure
Asst. Supt. D.P.W.	James Schneider	1 Year
Construction Code Off./ Building Subcode Off./Prop. Maint./ Zoning Enforcement Off.	Nicholas Melfi	1 Year

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**NOMINATIONS AND/OR APPOINTMENTS FOR 2014 (cont'd):**

Property Maintenance Officer	Ronald Monteleone	1 Year
Plumbing Inspector	Frank Recanati	1 Year
Electric Sub-Code Official	Scott Pomarico	1 Year
Fire Code Official	Joseph J. Cariddi	1 Year
Hotel/Multiple Dwelling Inspector	Jesse D'Amore	1 Year
Court Administrator	Susan Paul	Tenure
Public Defender	Thomas Mason	1 Year
Public Defender Alt.	Mark Musella	1 Year
Prosecutor	Rosario Presti	1 Year
Prosecutor Alt.	Thomas Flynn	1 Year
DPW Mayor's Liaison	Garrett R. Pepe	1 Year
Fire Dept. Mayor's Liaison	Thomas E. Meli	1 Year
Recreation Dept. Mayor's Liaison	Ron Kistner	1 Year
Finance Committee - Mayor's Liaison	Steven Pikowski	1 Year
TANAAC – Mayor's Liaison	Fritz Rethage	1 Year
Mayor's Committee on Community Celebrations Liaison	Patricia Link	1 Year
Borough Historian	Louise Davenport	1 Year
Board of Health Secretary	Laura French	1 Year

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**NOMINATIONS AND/OR APPOINTMENTS FOR 2014 (cont'd):**

TANAAC Alternate	Fritz Rethage	1 Year
Board of Health	Constance Doheny	4 Years
	Charlotte Sodora	4 Years
	Kathleen Kelly- Alt. 1	2 Years
	<i>Opening</i> - Alt. 2	1 Year
Local Assistance Board	Judy Mascis	3 Years
General Assessment Board	Greg Condal	3 Years
Ethical Standards Board	Gloria Cotter	5 Years
	Elizabeth Nuzzo	5 Years
	<i>Opening</i>	5 Years
Planning Board Class II Alt. Class II  Alt. 1	Mayor Rose Heck	Incumbency
	Nicholas Melfi	1 Year
	Dorothy Bernice	1 Year
	Andrew Heisey	4 Years
	Kenneth Hampel	4 Years
	Dennis Nuzzo	1 Year
Zoning Board  Alt. 1	William Kremer	4 Years
	Rick Palummieri	4 Years
	Andrew Rusin	2 Years
	Vincent Spataro	2 Years
	<i>Opening</i>	1 Year
Free Public Library	Mayor Rose Heck	Incumbency
	Mayor's Alt. Thomas Verrastro	1 Year
	Sch. Supt. Dr. Mark Porto	Incumbency
	BOE Alt. Linda Mansfield	1 Year
	John Baratta	5 Years
Rent Leveling Board	Ronald Monteleone	1 Year
	William Pols	1 Year
	Constance Militzia	1 Year
	Patricia Tobin	1 Year
	David Fanale	1 Year
	Edith Avella	1 Year

**NOMINATIONS AND/OR APPOINTMENTS FOR 2014 (cont'd):**

Recreation Programs

Advisory Committee	Mayor Rose Heck	1 Year
	Council Commissioner	1 Year
	Darlene Parente	3 Years
	Peter McCrystal	3 Years
	Brenda Colaneri	3 Years
	Anthony Bonillo	3 Years
	Katie Gasparino	3 Years

Dir. Of

Recreation	Robert Brady	1 Year
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Committee of Community Celebrations

Faith Armonaitis	1 Year
Dorothy Bernice	1 Year
Laura Baker	1 Year
Jennifer Brady	1 Year
Allison Bugge	1 Year
Michael Bugge	1 Year
Lois Carlson	1 Year
Lee Ciocia	1 Year
Jack Coneys	1 Year
Madeline de Velasco	1 Year
Juana DiBisceglie	1 Year
Kathy Iappelli	1 Year
Madeleine Leddy	1 Year
Patricia Link	1 Year
Melissa Nazzaro	1 Year
Dennis Nuzzo	1 Year
Jackie Nuzzo	1 Year
Cindy Palmieri	1 Year
Erin Palmieri	1 Year
Kate Palmieri	1 Year
Darlene Parente	1 Year
Lisa Quish	1 Year
Michelle Sery	1 Year
Joan Spaldo	1 Year
Lynn Taylor	1 Year
Louis Vizzachero	1 Year
Brian Willard	1 Year
Rosemary Willard	1 Year

\*Youth Committee will serve as a sub-committee to the Mayor's Celebrations Committee

**NOMINATIONS AND/OR APPOINTMENTS FOR 2014 (cont'd):**

Community Awareness Access For All Committee	Mayor Rose Heck	Incumbency
	Council Liaison: Pam Link	1 Year
	Police Chief or Designee	1 Year
	Richard Giarratana - Fire Dept. Rep.	1 Year
	Anne Ciavaglia McMahon	1 Year
	Robert Ciavaglia	1 Year
	Eric Bischoff	1 Year
	Maryann Pisani	1 Year
	Brenda Colaneri	1 Year
	Dorothy McCarthy	1 Year
	Patrick McCarthy	1 Year
	Aimee McCarthy	1 Year
	Joseph Bonelli	1 Year
	Christine Peters	1 Year
	June Raymond	1 Year
	Kathy Nigro	1 Year
Nanette Zarrillo	1 Year	
Former Mayor Ronald Jones	1 Year	
Councilman Justin A. DiPisa	1 Year	
Environmental/Transportation Commission	Christopher Niekrewicz	3 Years
	Donna Gasser	3 Years
Mayor's Business Community Committee	Thomas E. Meli	1 Year
	Ronald Kistner	1 Year
	Fritz Rethage	1 Year
	Ray Vorisek	1 Year
	John Kosakowski	1 Year
	Bill Lenox	1 Year
	Sam Papasavas	1 Year
	Mary Ellen Courtney	1 Year
	David Fanale	1 Year
	Vickie Oller	1 Year
	Peter Gallo III	1 Year
Mayor's Research Committee	Councilwoman Pam Link	1 Year
	Steven Pikowski	1 Year
	William Foley	1 Year
	John Baratta	1 Year
	Mark Nazzaro	1 Year
Councilman Russell Lipari	1 Year	

**NOMINATIONS AND/OR APPOINTMENTS FOR 2014 (cont'd):**

Mayor's Senior Citizens  
Committee

John Fitzin	1 Year
Dorothy Fitzin	1 Year
Peter Gallo	1 Year
Andrew Link III	1 Year
Madeleine Leddy	1 Year
Dorothy Petroulas	1 Year
Dolores Jones	1 Year
Ethel Ball	1 Year
Jack Coneys	1 Year
Marilyn deRussy	1 Year
June Raymond	1 Year

Mayor's Youth Committee\*

Robert Brady	1 Year
Katie Gasparino	1 Year
Nina Messery	1 Year
Conor DiCorcia	1 Year
Chris Connors	1 Year
Emily Condal	1 Year
Jenna DiGiacinto	1 Year
Casey Shenloogian	1 Year
Kate Palmieri	1 Year
Alyson Harden	1 Year
Kerry DeAngelo	1 Year
Samantha Parente	1 Year
Jason DiGiacinto	1 Year

\*Will also serve as a sub-committee to the Mayor's Celebrations Committee

Emergency Management:

PtIm. Brian Donohue	3 Years
Harry Johnson	3 Years
Joseph A. Costa	3 Years
Vincent L. Costa	3 Years
Michael J. Sanzari	3 Years
Maria E. Wojciechowski	3 Years
Robert Kubler	3 Years
Faith Armonaitis	3 Years
Thomas Meli	3 Years
David Porfido	3 Years
Jean Lindquist	3 Years
John E. Walsh	3 Years

Chief Radio  
Communications Officer

Dr. Roger Szanto	1 Year
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**NOMINATIONS AND/OR APPOINTMENTS FOR 2014 (cont'd):**

NIMS Coordinator/ Identification Officer	Dr. Roger Szanto	1 Year
Special Law Enforcement	William Pols	1 Year
	Thomas Rubino	1 Year
	George Shihanian	1 Year
Police Matrons	Karen Carney	1 Year
	Frances L. Sanzo	1 Year
Borough Examining Drs.	Louis Napolitano, MD	1 Year
	Thomas Bellavia, MD	1 Year
	Mark Delcalzo, DC	1 Year
	David F. Porter, DO	1 Year
	Michael Shustyk, DC	1 Year
	Paul Kovatis, MD	1 Year
	Valley Health Medical Group	1 Year
School Marshals	Karen Carney	1 Year
	Arthur Horne	1 Year
	Marilyn A. Collum	1 Year
	Christy Harrington	1 Year
	Donald E. Lucas	1 Year
	Vincent Varelas	1 Year
	Frances Sanzo	1 Year
	Renita Goldsberry	1 Year
	Agnes Anderson	1 Year
	Michael Niekrewicz	1 Year
	Paul Malin	1 Year
	Edward Powers	1 Year
	Peter Parrish	1 Year
	Robert Cuccio	1 Year
	John Proto	1 Year
Gail Canavatchel	1 Year	
Helena Brady	1 Year	
Michael A. Gingerelli	1 Year	
Substitute Crossing Guard and/or Walking School Bus Guard	Yvonne Taylor	1 Year
	Joanne Melillo	1 Year
	Wendy Spindler	1 Year

**NOMINATIONS AND/OR APPOINTMENTS FOR 2014 (cont'd):**

Substitute Crossing Guard	Kevin Makely	1 Year
	William Smith	1 Year
	Jerry Melillo	1 Year
	Ronald DiBisceglie	1 Year
Fire Official U.F.S.A.	Robert Knobloch	1 Year
Assistant Fire Official	Edmund Carter, Jr.	1 Year
Fire Inspectors	Kevin Todd	1 Year
	Albert Saulnier	1 Year
	Paul Elenio	1 Year
	John Hund	1 Year
	Leo Morolla	1 Year
Fire Mechanics		
Eng. Co. No. 1	Christian Semencz	1 Year
Eng. Co. No. 2	Michael Ratkowski	1 Year
Hook & Ladder	Richard Giarratana	1 Year
Rescue	Joseph Taylor, Jr.	1 Year
Ambulances -(603)	Kenneth Lambert	1 Year
(604)	Patrick Mucha	1 Year
Dept. Safety Officer	Thomas Rubino	1 Year
Public Info. Officer	Patrick Hayes	1 Year

On a motion by Councilman Gonzalez, seconded by Councilman Semencz, and unanimously carried, the foregoing Appointments were approved.

**MAYOR'S YEAR END REPORT:**

Mayor Heck announced some changes in the Mayor's annual report, that some reports were divided and given at the December 26, 2013 council meeting. Four more reports would be given today.

**Police Commissioner DiPisa:**

**POLICE DEPARTMENT:**

**Patrol**

The Police Department not only answered over 11,000 calls for service but they also provided security and traffic control for many Borough events, including:

**POLICE (cont'd):**

Boro's street fair, Memorial Day Parade, Town Day, Halloween in the Park, Christmas Parade, Health Department's 5k Run, Lion's Club Fireworks

Police Officers provided security at numerous school events at no cost to the Board of Education.

There were 34 DWI arrests made.

As of October 31, 2013, 5001 tickets have been issued.

The Honor Guard attended the 10 year anniversary for the killing of Fair Lawn Police Officer Maryanne Collura.

Sgt Adamo represented the HHPD at Joan's Vigil in Park Ridge.

**Detective Bureau**

Currently assigned to the Detective Bureau are D/Sgt. Michael Colaneri, Jr., Detective Jeff Werner, Detective Joseph Armeli and Detective John Behr.

The Detectives opened approximately 200 criminal cases this year and approximately 100 arrests have been made.

**Personnel**

Retirements: Captain Joseph Cronin retired 04/01/2013 after 26 years of service.

Ptl DeSimone and Ptl. Brunetti graduated from the Bergen County Law & Public Safety Institute.

Newly hired Officers Joseph Olivo and Cosimo Marino began their training at the Bergen County Police Academy on July 26, 2013.

**Promotions**

Joseph Rinke promoted to Lieutenant and was assigned to Supervisor of Patrol

Kevin Corbliss promoted to Lieutenant

Michael Colaneri, Jr. promoted to Detective Sergeant

Ian Robertson promoted to Sergeant

Alan Baker promoted to Sergeant and was assigned to Juvenile Bureau

Scott Adamo promoted to Sergeant

School Resource Officer Brian Donohue was assigned to the Hasbrouck Heights Jr. Sr. High School.

**DARE**

DARE trip to Space Odyssey was a huge success with over 180 DARE students and siblings attending. Chief Colaneri, Lt. Rinke, Sgts. Colaneri, Baker and Det. Behr chaperoned. Chief Colaneri, Lt. Rinke and Ofc Donohue attended the DARE 8<sup>th</sup> grade swim party which was held on June 12, 2013 with over 90 8<sup>th</sup> grade students attending. Sgt. Baker began as the new DARE Officer in September 2013.

**Misc**

New "Stop for Pedestrian Crossing" signs were placed at Madison and Boulevard by the Library and Central and Boulevard by the Senior Center. We would like to thank Heights Pizza for donation of one sign.

The Police Department participated in Youth Week. This year, 3 Chiefs – JT Rinke, Mark Hoffman and Richard Newman, toured Headquarters, rode with Chief Colaneri and saw the police range.

The Hasbrouck Heights Police Department sponsored a pasta dinner to help MaryBeth Barrios receive a service dog.

**POLICE (cont'd):**

The Annual Law Enforcement Torch Run for Special Olympics was held June 7, 2013. This year the Department raised over \$22,000.

June 14, 2013 was the 3<sup>rd</sup> Annual Bergen County "Chief for a Day." This year Marybeth Barrios represented Hasbrouck Heights.

The 14<sup>th</sup> Class of the Hasbrouck Heights Police Jr. Academy was held with 44 8<sup>th</sup> grade students participating. The recruits enjoyed a week of hard work, discipline and fun. Chief Colaneri and Sgt. Robertson attended the AAA traffic safety luncheon.

Chief Colaneri, along with Mayor Heck and Boro Administrator Michael Kronyak, attended a security update meeting at MetLife Stadium for the upcoming super bowl. Lt. Rinke, D/Sgt. Colaneri and Det. Behr were selected to the Bergen County Regional SWAT Team.

The CERT Training was held with 25 participants with various backgrounds taking the training. Graduation was held on December 10, 2013.

**SRO – Brian Donohue** - Officer Donohue was assigned to the Hasbrouck Heights Jr. Sr. High School where his day consists of many duties. Officer Donohue oversees a new Visitor Monitor System that logs all visitors in and are properly escorted by a staff member to their proper destination. He makes periodic checks of the doorways to assure they are closed and locked. He works closely with the Board of Education investigating out of town students attending borough schools. Although stationed at the High School, Officer Donohue also travels to the grammar schools to check on the Visitor Monitor procedures and also stops in to various classrooms to greet students.

**Fire Commissioner Gonzalez:**

**FIRE DEPARTMENT:**

The Hasbrouck Heights Fire Department is compliant with:

- Fit Testing
- Pump Testing
- Federal Highway Traffic Scene Safety Vest Program
- NJ Division of Fire Safety Training Standards

The Hasbrouck Heights Fire Department was inspected by PEOSHA Public Employee Safety Health Administration. The building equipment and gear are compliant.

**Year ending 11-30-13:**

Total calls 1,752

1182 EMS, 570 fire/emergency calls

787 man-hours of training and a total of 11,683 man-hours of service

**Equipment Purchased in 2013:**

30 new Scott 45-minute breathing air cylinders

**FIRE (cont'd):**

Five new carbon monoxide/gas meters. Three placed in service in the Chiefs' cars; one in Hook & Ladder and one in Engine One.

HHFD is currently staffed by 41 members, 16 Juniors and 2 Associates.

**In 2013:**

The HHFD formed the Associate Member Program.

Two Chiefs, the EMS Captain and the Department Training Officer attended five days of jurisdictional crisis incident management training at Texas A&M University, courtesy of the Port Authority of NY & NJ.

Twelve members were recognized for 25 or more years of service.

HHFD Public Relations Program has added a Facebook page; or follow on Twitter @ Heights FD

Along with other training, Hasbrouck Heights Fire Department members attended Right to Know and Bloodborne Pathogens training.

The Hasbrouck Heights Fire Department visited all the schools in town for Fire Prevention Week.

The Fire Department ambulance provided first aid standby to numerous sports events, including junior and senior football, wrestling, track, etc.

Department members provided fire safety and first aid training to the Boy Scouts. They also provided fire safety information to other youth groups.

The Fire Department participated in the "Relay for Life" to bring awareness to cancer. The Department also participated in town events which include: Easter Egg Hunt, Annual Street Fair, 5K Run, Fourth of July Children's Parade, Fourth of July Fireworks, Town Day, Halloween in the Park, Ragamuffin Parade, Holiday Parade and Tree Lighting, Santa Around Town. Also participated in "Salute to Veterans" ceremonies at NJ Aviation Hall of Fame in Teterboro.

**Mayor Heck:**

**BOROUGH CLERK'S OFFICE:**

The Borough Clerk's office continues to serve the Borough with various permits and licenses, as well as payroll, paying of bills, and answering the many calls and visits of residents. Personnel include Borough Clerk Ro Sees, Assistant to the Borough Clerk Jean Curci who also handles payroll, personnel and workmen's compensation insurance and Cindy Palmieri, Violations Clerk and Louise Balsamo, Assistant Tax

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**Mayor Heck (cont'd):**

Collector, who spend part of their working days in the Clerk's office as well. They also assist Borough Clerk Ro Sees and CFO/Administrator Michael Kronyak.

**MUNICIPAL BUILDING USE**

The Municipal Building continues to be very well utilized by many organizations for various meetings and gatherings. Very often every available room is occupied with several requests for the same room taking place in one day at different times. This past year the Caucus Room was used for 92 events; there were 148 events in the Community Room; the Council Chambers was used for 54 meetings, the first floor Hallway was used for 8 sign-up events and the Senior Center 42 events. This was in addition to the regular Senior events that occur on a daily basis, and does not take into account the Recreation Center/Community Room nights. The Borough Clerk's office keeps a calendar to insure that each event is recorded and there is no double booking.

**PERMITS ISSUED**

The Borough Clerk's office issues many permits on a daily basis. Here are some of the breakdowns for 2013. Garage Sales - 142 permits (not including Town Wide Garage Sale). Woodland Park - 26 permits. Open House signs - 5 permits. New Merchant, Peddler/Solicitor licenses - 34 permits. Burglar Alarm - 447 permits. Raffle Licenses, 27 permits. Hotel - 2 licenses. ABC - 15 licenses issued including two transfers.

**OPRA REQUESTS**

For the year 2013, there were 117 requests for public records which were processed in the allotted time. Total collected was \$207.12. Many requests now come via e-mail and are processed at no cost to the requestor.

**AUTO WHOLESALERS LICENSES**

In 2013 there were 80 applications totalling \$81,000.00 received for auto wholesaler licenses in the Industrial Zone. Renewal notices for 2014/2015 will go out in January.

**MUNICIPAL COURT**

Court stats for 2013 up to the end of November are:

Parking Tickets	3,138
Moving Violations	2,296
DWI	<u>45</u>
	5,479

Court Revenue (Jan. - Nov.) \$182,224.00

**Commissioner Link:**

**SOCIAL SERVICES:**

The Hasbrouck Heights Food Pantry is open every Monday morning (Tuesday, if Monday is a holiday) from 9 to 11 a.m. This year the pantry has helped 70 families totaling 1,373 visits through December 23, 2013.

The pantry is operational only because of the generous donations received on a continuing basis from the local churches, civic organizations, Scout troops, School and PTA food drives and the many, many generous residents. We are also most thankful to the 21 volunteers who supervise the food pantry on a rotating basis.

Donations are accepted in the Borough Clerk’s office at 320 Boulevard during regular business hours.

**FINANCE:**

**Boulevard Streetscape**

To date the Borough has been awarded \$881,500.00 under the Municipal Ai program for phases I through VI of the Boulevard Streetscape Improvements. Phases I through IV have been substantially completed and the plans for Phases V and VI are being formulated. The Borough has recently submitted an application seeking funding for Phae VII of the Streetscape Program which would cover the Boulevard from Division Avenue to Raymond Street. Hopefully we will be successful in our application for future funding and the improvement plan can continue.

**Grant Applications**

The following grants were utilized in the 2013 operating budget to pay for services that would otherwise have to be funded by your tax dollars:

Governor’s Council on Alcoholism and Drug Abuse	9,876.00
Clean Communities Program	16,442.82
Drunk Driving Enforcement Fund	5,490.61
Alcohol Education and Rehabilitation Fund	1,187.19
Recycling Tonnage Grant	17,917.68
Body Armor Replacement Fund	3,039.41

Grants are also sought for the funding of Capital Projects. These grants help us complete large projects, which do not fall within the operating budget, without incurring additional debt. The following projects are either completed or in progress in 2013 as a result of grants received:

Boulevard Streetscape Improvement Phase I & II	300,000.00
Boulevard Streetscape Improvement Phase III & IV	290,000.00

**FINANCE (cont'd):**

Boulevard Streetscape Improvement Phase V & VI	291,500.00
Safe Routes to Schools Program	173,000.00
Installation of a New Pavilion at Woodland Park	69,500.00
Additional Improvements to Depken Field	75,000.00
Side/Curb Replacement along Terrace, Boulevard and Passaic	135,000.00
Improvements to Burton and Collins Avenues	81,000.00
Improvements to Veterans Memorial Park	32,000.00
Barrier Free Curb Ramps at Various Locations	177,580.00
Improvements to Polifly Park	24,000.00

In addition to the above, the Mayor and Council have already applied for grants to fund projects such as Boulevard Streetscape Improvement Phase VII, Improvements to Woodland Park Playground and Improvements to Stanley Avenue.

**Tax Collections and Tax Rates:**

2013 Tax collection rates should remain stable at approximately 98%. The borough has suffered a loss in ratables and collections over the past few years due to increased tax appeals and the result of the economic downturn. In response to the economic conditions the Mayor and Council authorized and completed a townwide reassessment of real property for 2012. It appears that the reassessment achieved the intended goals of bringing the assessed values more in line with current market conditions and helping control future loss of ratables due to tax appeals.

**Borough Debt:**

As of the end of 2013, the borough's net debt is \$8,811,818.00 or approximately .498% of net assessed valuation, well below the allowable limit of 3.5% of net assessed valuation. The Borough paid off \$1,028,500 in bonds and notes in 2013 and incurred additional debt in the amount of \$808,000, a net decrease in debt in the amount of \$148,500.00 for the year ended December 31, 2013. On January 28, 2014 we will be receiving bids on refinancing the outstanding bonds of the borough. Based on current rates we have been advised savings over the remaining 10 years of the life of the bonds should amount to approximately \$243,500.00.

**Budget and Finance Committee:**

2013 Municipal Budget process was a difficult one. The Budget and Finance Committee worked very hard to formulate a budget that both met the needs of the residents and minimize the impact on taxes. As required by State Statute, the 2013 budget was required to comply with the 2% tax levy CAP and the budget appropriation CAP. Our budget met both requirements. Legislation which brought around changes to the pension funding formula as well as employee contributions towards health benefits

**FINANCE (cont'd):**

had an impact on the budget. These changes require employees to contribute a higher percentage of their compensation towards their pensions and also pay a greater amount towards their health insurance costs. This year's employees contributions towards health insurance costs which has a four year phase in period amounts to approximately \$148,000.00. The budget is comprised of two parts, revenues and appropriations. Total 2013 anticipated revenues other than taxes remain the same level as 2012. State aid remained unchanged from previous year and anticipated surplus increased by \$50,000. Total appropriations which represent the spending portion of the budget increased by \$276,792.00. The final budget as adopted resulted in an increase of local municipal taxes in the amount of \$175,299.71, an amount which equates to 1.26%. Previous budgets brought about some changes in staffing levels within the administration of the Borough. In 2013 Angela Ferrara retired after almost 20 years with the Borough and we again had to reassign existing staff to cover the position without hiring an additional employee. With the cooperation of all departments, this plan is working quite well and will be expanded in the future when required. The Finance Committee will continue to work with the same dedication as it has in the past in an effort to formulate a 2014 budget that meets the needs of the residents with a watchful eye on the tax rate.

**Councilman Lipari:****Planning Board:**

The Board met once this past year. At that meeting the board memorialized a subdivision. The Board reviewed the soil movement ordinance.

Two applications were made to the board. One was a soil movement application which was withdrawn and the second was for site plan approval for 343 Route 17 South which was adjourned until January 8, 2014.

The members of the Planning Board are very attentive to the Planning needs of Hasbrouck Heights and looks forward to a new year filled with activity.

**Zoning Board of Adjustment:**

The Board met eight times this year. It heard eight commercial applications and four residential. We are fortunate to have the continued guidance of James Fordham of Boswell Engineering who has been the Board Engineer for seven years. Joseph Rotolo has also been the Board Attorney since it was reestablished in 2006 and therefore is well versed in the town ordinances. We have some very dedicated Board Members who even gave up their vacation month to hear the applications in a timely manner.

**Zoning Board (cont'd):**

The applications heard by the Board were varied. The variances requested were: seven with side yard and/or front yard deficiencies; one requested a three car garage; and four use variances. In light of the fact that all of the applications were able to prove that there were extenuating non-conformities of the properties which made the granting of the variances necessary and there is no recommendation from this board to change the current ordinances.

**Building Department:**

Total income for Building Permits for the past twelve months was \$209,402. This is roughly \$20,000 above the department's income from 2012.

Our inspectors have been busy this year with inspections: The Fire Inspector completed 91, Plumbing Inspector completed 288 inspections, Electrical Inspector completed 369, and the Building Inspector completed 645. Of the total 1393 inspections 39 failed for a passing rate of 86.36%. The inspectors also went out on 117 inspections which were not ready and 22 where the contractor or the resident was not home. The Zoning Officer (these inspections include Certificates of Occupancy, fences, driveways, etc.) completed 141 of this type of inspection.

Property Maintenance has continued to respond to complaints. The inspector's goal was to get residents to comply and keep our town looking proud. It is neighbors that make Hasbrouck Heights the special place it is and this year, it was rewarding to get neighbors to cooperate in making necessary repairs that were for the safety of the community. The inspector made 509 inspections, made 199 follow up phone calls, 55 warnings were issued and 11 summonses were issued.

The Construction Code Official/Zoning Officer has office hours on Monday, Wednesday and Friday mornings from 8 a.m. to 10 a.m. The Property Maintenance Inspector has Office hours from 8:30 a.m. to 9:30 a.m. on Monday and Wednesday. These office hours were established several years ago and they have been popular with the residents and contractors alike.

The Construction Code Official has 20 working days to give plan approval on permit applications and this department's goal has met the goal of getting the applications through the approval process in a much shorter time.

In addition to working with the Health Department, Department of Public Works and the Tax Assessor of the Borough, this office has built relationships and works closely with Rebuilding Together (a nonprofit which assists the elderly and those in need of assistance to keep their homes in repair), FEMA, OSHA, the New Jersey Department of Motor Vehicles, the New Jersey Highway Department and county departments to keep Hasbrouck Heights compliant and up to date on the changes in regulations.

## **MAYOR'S REPORT:**

We had a very busy year. I had the pleasure of keeping track of the projects being planned and/or completed in 2013 with various Commissioners and Department Heads. I want to recognize the Borough Administrator Michael Kronyak for his ability to not only keep up with all of my requests, but his professionalism in keeping budget restraints on the front burner. In this regard I am pleased to report the hard work of Finance Chair Pamela J. Link and Deputy Chair Justin A. Di Pisa and the Finance Officer, in helping the Borough to achieve so many positive projects in 2013. It is part of my job to always stress the importance of keeping our taxpayers in mind as we work to not only maintain our many services but to introduce new services. We are a Family Friendly Town and work hard to keep it that way. My Saturday morning availability at the Library to meet with residents helps to keep me informed on the smallest of matters important to our residents. I started that program in 2008 and intend to not only continue it, but to add to it as you will see at the conclusion of this message.

I worked closely with Recreation Director Robert Brady on the formation of new programs such as the Special Needs Recreation Program that was introduced early in 2013. Council Members Sonya Buckman and Link and Borough Administrator Kronyak worked with us to make this program available and I offer my thanks to each of them, and especially Mr. Brady.

With the support of the Mayor's Senior Citizens Committee we were also successful in introducing a partnership with 24 Hour Fitness to bring the Silver Sneakers Program to fruition. It took almost all of 2013 to complete our goal, but it was done. Again thanks to Rob Brady's extra efforts.

Early in 2013 with the expertise given by Mr. Kronyak, The Finance Committee was able to keep our budget increase the lowest it has been over the past decade as we worked to settle two important contracts; one being the Police Contract and the other the Dept. of Public Works Contract. We worked long and hard on these matters and were able to bring our recommendations to the Council for approval.

Borough Clerk Rose Marie Sees as always has been of great importance to me as Mayor. She attends most meetings with me and is to be commended with her ability to "multi-task." I recommend the public take a look at the minutes of our meetings and the monthly reports of the Council to get some idea of how much she actually does to help our Borough on a day-to-day basis. Check our Web Site at [hasbrouck.heights.nj.us](http://hasbrouck.heights.nj.us). Special guests important to our residents were invited to meetings to help resolve problems. One that comes to mind was the most recent and successful with PSE&G personnel who worked with us to help our residents who were experiencing an inordinate amount of power outages. It took several weeks' worth of work on their part and improvements have been made.

My personal thanks to DPW Supt. Bill Spindler and Asst. Supt. Jim Schneider and the members of their department for keeping our streets plowed, our garbage and

**MAYOR'S REPORT (cont'd):**

recyclables picked up, our pot holes patched, our trees trimmed, our sewer system working, our leaves and garden waste picked up, our trucks rolling, our equipment in good running order, our buildings clean and in good condition and our Community Bus running; not to mention maintaining our parks and Traffic Circle in beautiful condition. What a mess we would have without you Bill and Jim! Thank you and one and all. We also worked for almost an entire year to improve the method of determining Police Promotions. Meetings included Police Commissioner Justin DiPisa and Deputy Police Commissioner David Gonzalez along with our Police Labor Attorney Thomas Hanrahan, Borough Attorney Ralph W. Chandless, Council President Pamela J. Link, Police Chief Michael Colaneri, and Borough Administrator Michael Kronyak.

In my opinion, the end result was a much better and transparent promotional system. After nine years of high ranking officers' retirements, I was able to recommend six officers for promotion with the support of the majority of the Council; five members to be exact. Congratulations to Lt. Joseph Rinke and Lt. Kevin Corbliss; and Sgts. Michael Colaneri Jr, Alan Baker, Ian Robertson, and Scott Adamo.

We also brought back Awards of Recognition this year. Recipients included: Retired Capt. John DeLorenzo, Lt. Joseph Rinke, Lt. Kevin Corbliss, Sgt. Nicholas Sisto, Sgt. Michael Colaneri, Sgt. Ian Robertson, Sgt. Alan Baker, Sgt. Scott Adamo, Det. John Behr, Det. Joseph Armeli, Det. Jeffrey Werner, Ptl. Daniel Kroncke, Ptl. Domenick D'Amico and Ptl. Brad Dussault. Thank you.

Land Use Officer Russell Lipari and Borough Attorney Ralph W. Chandless and I, visited the Wood-Ridge building site and the Highland Avenue route that is to be opened to allow traffic to flow from the major Curtis Rite Site. My thanks to Russell and Ralph for attending to this important matter and gaining support from the Borough of Wood-Ridge as to the route to be taken by future residents of the massive construction of Condos, apartments and single family homes in that Borough. They continue to attend all necessary meetings for proposed building projects not only in Wood-Ridge but on our Hackensack border. Thank you gentlemen.

Three longtime residents celebrated their 100th birthdays in 2013. Our best wishes were sent to Frances Niosi, Marta Peters, and Rose DePaola.

In May we not only held our Fifth Annual Street Fair, but were given the gift of a Clock by the Hasbrouck Heights Lions Club. Thanks to the Lions and certainly thanks to the Mayor's Business Community Committee for their continued support.

We also lost a dear friend and honored member of our community, Dr. Burnett Eglow who left this world on Friday, June 7th. Our respects and condolences go to the families of all those who lost loved ones in 2013.

**MAYOR'S REPORT (cont'd):**

Both Borough Clerk Ro Sees and I attended a special 4-hour training session on the Publisher 2010 Program. It was a special Library Training Program for the Library Staff and a couple of representatives of the Friends of the Library. The Borough Clerk and I thanked Library Director Mimi Hui for helping to bring us into the 21<sup>st</sup> Century. Ro Sees used the program exclusively to produce the 2013 Borough Business Bulletin. THANK YOU SO MUCH.

Town Day drew the largest crowd ever this year and residents and neighbors alike were able to enjoy our beautiful, enlarged Pavilion. Funded by grants and taxpayer dollars, it is being enjoyed by young and old alike. For a list of all our grants, please check our Web Site [Hasbrouck.heights.nj.us](http://Hasbrouck.heights.nj.us).

My personal thanks go to Fire Chief Richard Giarratana, First Asst. Chief Patrick Hayes and Second Asst. Chief Angelo Raccamo for their work to bring our Fire Department into compliance with its By-Laws. The Chief has taken charge of a situation that had gotten out of compliance with the orderly running of a great department. It was a very difficult job, and he did it well. As they say, "no good deed, goes unpunished."

My sincere thanks go to all of the Fire Department Volunteers for their extraordinary work and to its future endeavors. The Commissioners of Finance, Fire Commissioners, Fire Chiefs, Borough Administrator and I have been working on the needs of the department and I believe we will see much movement in 2014.

Our Tax Collector Chita Parker is to be commended for all of her work and certainly she will miss her longtime assistant Angela Ferraro who retired in November. I am proud of the work every department does and believe me, not a day is slow or quiet in the Municipal Building with phones ringing, people stopping by for various needs, and taxpayers dropping by to seek advice from our Tax Collector Chita Parker. There are people needing permits, licenses, and information from Planning and Zoning Board Secretary Dorothy Bernice and Board of Health Office Secretary/Registrar Laura French and Rob Brady's office, especially on Monday mornings with 60 people coming to the Food Pantry.

Borough Clerk Rose Sees and Administrator Michael Kronyak are super busy daily. They are ably assisted by Asst. to the Borough Clerk Jean Curci along with Cindy Palmieri, who also works as the Violations Clerk to the Court; and Louise Balsamo who transferred from the Police Department to Finance/Tax Collector's office (She now serves as the Assistant to the Tax Collector and Deputy Registrar of Vital Statistics. We have so many wonderful volunteers in every area. They serve on our Boards, They serve on our special committees, and it would take me forever to mention each and every one of you. We couldn't afford to pay you for all the work you do to benefit our community. You are the soldiers who help to keep our army of extra services and fun happenings the best they could possibly be. You help to make Hasbrouck Heights the best place to live.

**MAYOR'S REPORT (cont'd):**

I ask everyone to check the Web Site to see all of the wonderful programs offered not only by the Borough of Hasbrouck Height, but also by the Free Public Library. We are lucky to have an expert Director in Mimi Hui who guides a cadre of professional staffers Monday through Saturday. She is supported by The Board of Trustees and the Friends of the Library. The Library is busy serving people and especially our children.

My personal thanks to Police Chief Michael Colaneri for his outstanding accomplishments and for his desire to keep adding expertise to one of the best, if not the best Police Department in Bergen County. He not only runs a tight ship, but he oversees the Torch Run and helps with special projects. He arranged for us to have special CERT Training in the Safety Building and 25 residents, including myself and Council Members Link, Lipari, and Gonzalez received our certification. My personal thanks goes to Barry Leventhal for his expert training.

I am very proud of all that we accomplished this year. I have plans to increase our visibility in 2014 by periodically holding special Town Forums in the Library on Saturday Mornings. This will add another facet to my Saturdays at the Library. I will notify the public of dates, times, subject matter, speakers, etc. through newspapers and our Hasbrouck Heights Message Board. In closing I want to wish everyone a Happy, Healthy and Prosperous New Year and invite our residents to become more actively involved in our town activities. Thank you!

**MISCELLANEOUS FROM THE COUNCIL:**

Councilman DiPisa thanked everyone for coming, he congratulated Councilman Gonzalez and Councilwoman Buckman for being back on the Council. He said it continues to be an honor and privilege to serve on this Council with this wonderful Mayor and wonderful colleagues, we truly are a team and accomplish a lot. None of us work alone. He thanked his wife Rosemarie for her support. He said Hasbrouck Heights is a town of families taking care of each other and feels privileged to be a part of it.

Councilwoman Buckman thanked her family, her husband, Jack, her children, Joe and Bridget, for all of their support this year. She thanked the Mayor and Council for all of their help on the various projects done this year. She thanked Mike Kronyak and Ro Sees for their hard work. She thanked Dennis Nuzzo and Donna Gasser for their help in getting Dave and she on the council again. She wished everyone a Happy New Year and best of health for 2014.

Councilman Gonzalez thanked the men and women of our Armed Forces for all they do to allow us to still live in a free society. He thanked his wife for all of her support, his grand nieces present today, the residents for their support in this past election, Dennis and Donna for their hard work. He wished everyone a Happy New Year.

**MISCELLANEOUS FROM COUNCIL (cont'd):**

Councilwoman Link extended her congratulations to Sonya and Dave again. She thanked all the Borough employees who have come together working as a team in helping the Council stay alive. He extended sincere thanks to Ro Sees for getting the council together and greater thanks to Mike Kronyak saying he had his finger on the pulse of every department, every area in this Borough, he amazed her so many times, he was here night and day and he thanked him also for the Borough. She wished everyone a Happy, Healthy and Safe New Year.

Councilman Lipari congratulated Sonya and Dave. He thanked the Mayor and Council for their support and guidance in making his job easy, Ralph Chandless for attending the Wood-Ridge meetings with him and reporting to the Mayor, to the Department of Health, especially Lori French, and President of the Board of Health Connie Doheny and all board members, for their concern for the health and welfare of the residents. He continued that a lot was accomplished in 2013 , conducting the first 5K Run, Health Fair, flu shots, shingle shots and all other programs, and to CareOne Wellington in Hackensack for donating food for the events, and the Bus Rides. He thanked Dorothy Bernice and Nick Melfi for keeping him informed of Building and Land Use, Rob Brady for the Senior Center reports and effort for making the Senior Center available for all seniors in Hasbrouck Heights. He thanked Leisure Club President Peter Gallo and club officers, it was his honor being the ombudsman to seniors and thanked Mayor Heck for this opportunity. He thanked the seniors and residents of Hasbrouck Heights.

Councilman Semenez wished everyone a Happy and Healthy New Year! On a personal note, he thanked the Police Department for their speedy response to his house on Tuesday morning at 2 a.m. and his brother firefighters who came to his emergency. To the residents of Hasbrouck Heights, he said it was a pleasure serving them.

**MISCELLANEOUS FROM THE PUBLIC:**

Mayor Heck asked for a motion to open the meeting to the public which was made by Councilman DiPisa, seconded by Councilwoman Link, and unanimously carried.

There being no one wishing to speak, Mayor Heck requested a motion to close the public hearing which was made by Councilman DiPisa, seconded by Councilman Semenez, and unanimously carried.

**BENEDICTION:** Mayor Heck invited Deacon Paul Carris of Corpus Christi R.C. Church to offer the Benediction thanking him for coming today.

**ADJOURN:**

There being no further business to be conducted by the Mayor and Council, Mayor Heck asked for a motion to adjourn which was made by Councilman Lipari, seconded

**ADJOURN (cont'd):**

by Councilman DiPisa, and unanimously carried, the meeting was adjourned at 1:28 p.m.

Council President invited everyone into the Senior Center for refreshments.

I, ROSE MARIE SEES, Borough Clerk of the Borough of Hasbrouck Heights, do hereby certify that the foregoing Minutes are to the best of my knowledge a true account of the Reorganization Meeting held on January 1, 2014.

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Rose Marie Sees  
Borough Clerk