

Township of South Hackensack
Bergen County, New Jersey
October 1, 2015 7:00PM
Worksession Meeting
MINUTES

Walter Eckel, Mayor.....*Present*
Gary C. Brugger.....*Present*
Frank Cagas*Present*
William Regan.....*Not Present*
Vincent Stefano..... *Present*

Donna L. Gambutti, Municipal Clerk
David V. Nasta, Esquire, Municipal Attorney

Call of Meeting to Order

Mayor Eckel called the Worksession Meeting to order at 7:10 p.m. The Clerk advised that this is a Regular meeting of the Township Committee of South Hackensack. The date, time and location of this meeting has been advertised in the official newspapers of the Township, filed with the Township Clerk and posted on the bulletin board in the municipal building. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled. The Girl Scouts led the flag salute at 7:31PM. The Municipal Clerk called the roll. Bill Regan is not present.

Closed Session

On a motion made by Gary Brugger and seconded by Walter Eckel all were in favor of entering into closed executive session at 7:10 PM. Minutes of closed session were recorded and will be made available to the public when authorized by the governing body and permitted by law.

On a motion made by Walter Eckel and seconded by Gary Brugger all were in favor to returning to open session at 7:35PM.

The Township Committee is pleased to have Girl Scout Troop # 95955 lead the Flag Salute and sing their Girl Scout Song.

Flag Salute By~ Girl Scout Troop # 95955

Gabriella Maceri 2nd Grade Brownie
Valentina Mendoza 2nd Grade Brownie
Natalie Solis 2nd Grade Brownie
Ava Stefano 2nd Grade Brownie
Mikayla Vigilanti 2nd Grade Brownie
Sydney Watson 2nd Grade Brownie
Katelyn Pena 2nd Grade Brownie
Sophia Madrid 4th Grade Junior
Ezabella Morillo 4th Grade Junior
Isabella Stefano 4th Grade Junior
Michelina Stefano 4th Grade Junior

Christopher Eilert, CFO- Is present to advise the committee on the Audit Report they accepted last month when he could not attend. He commented on the audit of 2014 and how the Township must maintain a current fixed asset report. He will help the clerk to proceed with this report by hiring an outside company to prepare it or he can provide a copy of Wood -ridges as theirs had to be done from scratch. He also reports that the Best Practices checklist is due next month around November 5th. He foresees a high score again as last year. He congratulates the Girl Scouts on a great flag salute and song. He comments that his report won't be as exciting as their song.

Report of Sewer Operator- Walter Paul~ Walter Paul is present to report on the pump stations and the confined space training. He adds that they have been getting ready for a storm that has been predicted.

DPW Report by Mary Ellen Lyons, DPW Superintendent- Mary Ellen Lyons is present to talk about the Huyler Street Sewer Line. Due to heavy rain it has not be able to be camera-ed again. Hopefully in a couple days the water will subside. She confirms that Vreeland Avenue should be included as per Frank Cagas's request. She is also here to report that she received notice that our salt has to be removed from Hackensack ASAP. She has other options for now but would like the Committee to consider a small salt shed type of structure in back of the DPW. She would also like to sell some of the salt to Hackensack as there is too much to use and it all solid. She reports on the basketball hoop repair. The committee advises her to her to have Angelo Sortino try to fix it for now and then we can see if we need a recreation quality hoop and backboard. Mary Ellen advises the committee that she will be receiving quotes on a new loader and maybe a credit with Foley is the way to go or state contract quotes. Mary Ellen Lyons agrees that the department needs more full time personnel but will continue to use part-timers until then.

Correspondence~

- Ray DeRiso, Secretary to South Hackensack Relief Association, September 23, 2015- Roll of Life Members who attended 2015 Fireman's Convention- *On a motion made by Gary Brugger and seconded by Walter Eckel; all members are in favor of accepting this correspondence and keeping it on file.*
- South Bergen Municipal Joint Insurance Fund- Loss Control Report- South Hackensack- *On a motion made by Gary Brugger and seconded by Walter Eckel; all members are in favor of accepting this correspondence and keeping it on file.*
- Mr. Thomas Delvecchio of 477 Taylor Avenue, September 17, 2015- Request for Handicapped Parking Spot- - *On a motion made by Gary Brugger and seconded by Walter Eckel; all members are in favor of accepting this correspondence and moving it to new business.*
- Daniel Riley, 1rst Lt. South Hackensack Fire Department- Application for Appointment of New Fire Department Member, Joseph Marrella- *On a motion made by Gary Brugger and seconded by Frank Cagas; all members are in favor of accepting this correspondence and moving it to new business.*

Old Business

- Authorize Township Clerk to advertise for Police Department Employment- *On a motion made by Vinnie Stefano and seconded by Gary Brugger; all members are in favor. David Nasta, Esquire advises the Committee that this advertisement but follow the guidelines set by ordinance. The clerk acknowledges she is aware.*

New Business~

- Discussion of Department of Public Works additional Full- Time Personnel- The Township Committee ensues in a discussion over hiring a laborer versus a mechanic or just a laborer for now. Mary Ellen Lyons, CPWM has reported that Angelo Sortino has been a big help with small repairs to the equipment. *On a motion made by Gary Brugger and seconded by Walter Eckel; all members are in favor to advertise for full-time laborer(s).*
- Request for Handicapped Parking Spot on Taylor Avenue- Gary Brugger and Walter Eckel agree that this matter should be referred to the Police Department for review and moved to next week's agenda. All members are favor.

- Appoint Joseph Marrella to The South Hackensack Fire Department - *On a motion made by Gary Brugger and seconded by Frank Cagas; all members are in favor of this appointment.*

Ordinances~ Introduction- N/A

Ordinances~ Adoption – NA

Resolutions~

- Closed Executive Session Resolution- *On a motion made by Gary Brugger and seconded by Walter Eckel; all members are in favor.*

Committee Reports~

Vincent Stefano- Reports that Field Day last month was fun and thanks everyone for a great day. Also thanks the girl scouts for doing a good job tonight.

Gary Brugger- Reports that he had to miss Field Day due to a family event but heard that it went very well. Reports the HHMC is still looking for funding formula and he will keep the Committee informed. He reports that the Fireman attended the fire convention and hopefully tomorrow the new truck will be ready for pick up. Gary Brugger thanks the Girl Scouts for attending the meeting again to lead the Flag Salute.

Frank Cagas- Thanks the Girl Scout's for attending and hopes that their membership grows.

Walter Eckel- Reminds everyone about the Fire Department Memorial Service this Sunday. Service at 8:00AM and the ceremony outside at 9:00AM. Thanks everyone for Field Day and congratulations to Angelo Sortino and Joe Marrella, new firemen.

Public Comments~

Fire Chief Jerry D'Amico- Thanks Gary Brugger and Donna Gambutti for all the help in acquiring the 5-Ton Truck for the Fire Department. With the upcoming storm we will keep the truck at the Fire House for now. Hope to house it at the DPW.

Loni Badel, 51 Grove Street- reminds the committee he attends all meetings and wants to know if the lawsuit before the Planning Board is public? David Nasta, Esquire answers him that it is public. Loni also inquires about the 24/7 operations at ABC Carpet on Huyler Street.

On a motion made by Gary Brugger and seconded by Walter Eckel; all were in favor of adjourning the meeting at 9:00PM.

Respectfully submitted to The Township Committee by Donna L. Gambutti, Municipal Clerk, Township of South Hackensack.

Donna L. Gambutti

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Resolution Authorizing Executive Session October 1, 2015

A Resolution Providing for a Meeting Not Open to the Public in Accordance with the Provisions of the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12.

Whereas, the Township Committee of the Township of South Hackensack is subject to certain requirements of the *Open Public Meetings Act, N.J.S.A. 10:4-6*, et seq., and

Whereas, the *Open Public Meetings Act, N.J.S.A. 10:4-12*, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution, and

Whereas, it is necessary for the Township Committee of the Township of South Hackensack to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

 (1) *Matters Required by Law to be Confidential*: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.

(2) *Matters Where the Release of Information Would Impair the Right to Receive Funds:* Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

 (3) *Matters Involving Individual Privacy:* Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

 (4) *Matters Relating to Collective Bargaining Agreements:* Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

 (5) *Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds:* Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

 (6) *Matters Relating to Public Safety and Property:* Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.

 XX (7) *Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege:* Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is require in order for the attorney to exercise his ethical duties as a lawyer.

Tax Appeal- Wilfred McDonald vs TSH

 XX (8) *Matters Relating to the Employment Relationship:* Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

**Ashley Morrone
Lydia Heinzelman
Personnel**

 (9) *Matters relating to the Potential Imposition of a Penalty:* Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

Now, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of South Hackensack assembled in public session on this date, that an Executive Session closed to the public shall be held in the South Hackensack Township Municipal Complex, 227 Phillips Avenue, South Hackensack, New Jersey, for the discussion of matters relating to the specific items designated above.

South Hackensack Firemen's Relief Association

RECEIVED
SEP 23 2015
TOWNSHIP OF
SOUTH HACKENSACK

CC: [Signature]

September 21, 2015

Township of South Hackensack
227 Phillips Ave.
South Hackensack, NJ 07606

Dear Mayor and Council,

Enclosed please find a copy of the Firemens Relief Associations, Roll of Delegates and Life Members 2015 Convention report.

The 9 names listed under Life Members are the members who attended the Wildwood Convention and should receive a convention expense allowance.

Regards,

Ray DeRiso

Ray DeRiso, Secretary
South Hackensack Relief Association

*** FIREMENS RELIEF ASSOCIATION ***
 ** ROLL OF DELEGATES AND LIFE MEMBERS, 2015 CONVENTION **

COUNTY NO= 02
 ASSOCIATION NO=414
 SECY.=RAYMOND C DERISO

COUNTY=BERGEN
 ASSOC.=SOUTH HACKENSACK
 48 WILLIAMS AVE SOUTH HACKENSACK NJ 07606

* DELEGATES	LAST NAME	FIRST	MI	CAUC.	SES 1	SES 2	OUT 1	OUT 2
1-414-03-0021	RILEY	JAMES	R	X				
2-414-03-0033	DAMICO	GIUSEPPE		X	X	X		
3-414-03-0040	KUBAT	KEVIN	L	X	X	X		
4-414-03-0013	DAMICO	JERRY	L	X	X	X		
5-414-02-0132	MARRELLA	JOSEPH		X	X	X		

* ALTERNATES	LAST NAME	FIRST	MI	CAUC.	SES 1	SES 2	OUT 1	OUT 2
1-414-03-0045	CRUZADO	OLGA	E		X	X		
2-414-03-0044	JENNINGS	AUSTIN	R					
3-414-03-0047	NASTA	SARA	E					
4-414-03-0027	RILEY	DANIEL	M					
5-414-03-0001	RILEY	HUGH	J					

* LIFE MEMBERS	LAST NAME	FIRST	MI	CAUC.	SES 1	SES 2	OUT 1	OUT 2
18-414-01-0088	SPADAVECCHIA	PATRICK			X	X		
38-414-02-0082	MARRELLA	MICHELANGO			X	X		
46-414-03-0001	RILEY	HUGH	J		X	X		
51-414-03-0008	FALATO	LEONARD	B		X	X		
52-414-03-0010	PANAGIA	WILLIAM			X	X		
53-414-03-0019	NASTA	MICHAEL	A		X	X		
57-414-03-0012	MACERI	FRANCESCO	A		X	X		
59-414-03-0014	MACERI	CARMINE			X	X		
63-414-02-0090	ZITO	JOHN			X	X		

LOSS CONTROL REPORT

South Bergen Municipal Joint Insurance Fund

TOWNSHIP OF SOUTH HACKENSACK RECEIVED

To: Donna Gambutti, Fund Commissioner

Date: September 3, 2015

Date of survey: August 31, 2015

Contacts & Titles: Donna Gambutti, Municipal Clerk
Mary Ellen Lyons, Superintendent, DPW.
Sharon Fallon, RMC

SEP 14 2015

SOUTH HACKENSACK
MUNICIPAL CLERK

NOTE TO FUND COMMISSIONER:

Please confirm with the Chief of the South Hackensack Fire Department that pending Suggestions for Improvement from the survey completed in 2013 have been corrected.

This is my second loss control survey for the Township of South Hackensack in 2015.

CHANGES SINCE LAST SURVEY

Michael Nasta is the new Emergency Management Coordinator.

Detective Donatello is the new Right to Know Coordinator.

Joe Morella is the new Safety Coordinator.

OBJECTIVES OF THE SURVEY

1. Conduct a Loss Control Survey of a Township Facility.
2. Confirm Status of Pending Suggestions for Improvement.

SURVEY RESULTS

This report does not and is not intended to address every loss potential, but covers only those conditions specifically examined at time of the survey. There may be other conditions not examined or brought to our attention at the time of this survey, that may contain a potential for liability. This report does not include matters of a legal nature or violations of any federal, state or local statute, ordinance or regulation, except as specifically noted in the report.

J.A. Montgomery Risk Control
401 Route 73 North
P. O. Box 177
Marlton, New Jersey 08053

Ken Schulz
Telephone: 201-518-7006
Cell: 201-218-3608
Office: 201-587-8662

OBJECTIVE: Conduct a Loss Control Survey of a Township Facility.

On August 31, 2015 I conducted a loss control survey of a Township of South Hackensack municipal facility. I conducted a survey of the Municipal Building with new Safety Coordinator and DPW employee Joseph Morella. This facility contains all administrative offices, the senior citizens center as well as the Police Headquarters.

Housekeeping is considered very well. Walking surfaces at the exterior of the building and the parking area is considered adequate as I observed no deficiencies that would constitute a trip or fall hazard.

Walking surfaces inside the facility are tile floor material and carpeting. The carpeting which in areas occupied by administrative staff and public access, including the council chambers is worn and tattered in some areas. Seams which have delaminated have received repairs with adhesive tape. The carpeting surface should be considered for replacement. Municipal Clerk Donna Gambutti stated that the replacement of the carpeting will be included in the 2016 municipal budget.

I observed emergency exit diagrams throughout the facility, fire extinguishers are checked and confirmed as operational by a designated employee monthly, and I observed and tested all emergency exit signs which are confirmed as operational.

New suggestions for improvement are listed.

OBJECTIVE 2: Confirm Status of Pending Suggestions for Improvement.

SFI Number	Rating	Status	Comment
1-2015	I	Complete	Action taken
2-2015	I	Complete	Action taken
3-2015	I	Complete	Action taken
4-2015	I	Complete	Action taken
5-2015	I	Complete	Action taken
6-2015	I	Complete	Action taken
7-2015	I	Complete	Action taken
1-2011	I	Complete	Action taken
2-2011	I	Complete	Action taken
3-2011	I	Complete	Action taken
4-2011	I	Complete	Action taken
1-2013	I	Open	Unconfirmed
2-2013	I	Open	Unconfirmed
3-2013	I	Open	Unconfirmed
4-2013	I	Open	Unconfirmed
5-2013	I	Open	Unconfirmed
6-2013	I	Open	Unconfirmed

NEW SUGGESTIONS FOR IMPROVEMENT:

New suggestions have been reclassified by the following system.

- **"Urgent" (U)** refer to situations of "imminent danger" or "critical safety / health issues which might be expected to cause death or serious physical harm.
- **"Important" (I)** encompass regulatory concerns and hazards not classified as either "Urgent" or "Program Improvement" suggestions.
- **"Program Improvement" (PI)** encompass suggestions related to safety, process improvements, management systems, and other practices that would be expected to improve the overall safety, quality, and effectiveness of the organization.

Municipal Building

8-2015 (I) Complete repairs to any delaminated carpeting seams which pose a trip and fall hazard until carpeting replacement is secured in the next budget cycle.

For your reference, a report showing the current status of your Suggestions for Improvement is enclosed. Please take a few moments to verify that it is correct.

Copies of this report should be distributed to all personnel referred to in this report. If you have any questions regarding this survey or any safety related matter, please call my office at 201- 518-7006.

REPORT SUBMITTED BY:

Ken Schulz
Senior Loss Control Consultant
J.A. Montgomery Risk Control

cc: Donna Gambutti, Municipal Clerk
Mary Ellen Lyons, Superintendent, DPW
Joseph Morella, Safety Coordinator
Frank Covelli and Sharon Fallon, RMC, PIA
Jason Thorpe, PERMA

Loss Control Report South Bergen JIF

Open Suggestions

Report Date 9/8/2015

Town Sug #	Type	Status	Date Completed	Location
TOWNSHIP OF SOUTH HACKENSACK				
1-2013	I	O	3/18/2013	<u>Fire Department</u> Ladders should be secured when in storage to prevent damage to the ladders and to prevent falling and injuring an employee.
2-2013	I	O	3/13/2013	<u>Fire Department</u> Fire extinguishers should be inspected monthly and documented.
3-2013	I	O	3/18/2013	<u>Fire Department</u> Maintain and post the OSHA 300A Summary sheet from February 1st until April 30th.
4-2013	I	O	3/18/2013	<u>Fire Department</u> Emergency exits and other paths of egress must be kept clear of storage.
5-2013	I	O	3/18/2013	<u>Fire Department</u> Spare compressed gas cylinders should be secured to wall surfaces with chains to prevent falling and posing an explosion hazard.
6-2013	I	O	3/18/2013	<u>Fire Department</u> Fire Department personal protective equipment should be inspected regularly for damaged and ware and be repaired or replaced as needed to prevent injuries.
8-2015	I	O	8/31/2015	<u>Municipal Building</u> Complete repairs of delaminated carpeting seams which pose a trip and fall hazard until carpeting can be replaced.

Type	Type	Type	Status	Survey Date
U - Urgent	C - Critical	1 - Requires immediate attention	O - Open	The date the survey was conducted.
I - Important	D - Desirable	2 - Should be addressed before next loss control survey	C - Completed	<u>Status Date</u> The date the Safety Director Office was notified of the change in the status of the Suggestion For Improvement. ie; Open, Completed, etc.
PI - Prog. Improvement		3 - Are desirable improvements		
R - Regulatory		N/A - Not Applicable		
N/A - Not Applicable				

Total Count of SFI = 7



**South Hackensack Fire Department
227 Phillips Avenue
South Hackensack, New Jersey 07606**

Township Council
Township of South Hackensack
227 Phillips Ave.
South Hackensack, New Jersey 07606

9/21/2015

Township Council,

The South Hackensack Fire Department has received an application for membership from Joseph Marrella. The department has reviewed and accepted this application and will consider Mr. Marrella a member pending Township approval.

Respectfully Submitted,

D. Riley
1st Lieutenant/Secretary to the Fire Board
South Hackensack Fire Department

RECEIVED
SEP 22 2015
SOUTH HACKENSACK
MUNICIPAL CLERK