



BOROUGH OF LEONIA

COUNCIL- Work Session
~ Minutes ~

Anne Dodd, Borough Clerk

312 Broad Avenue
Leonia, NJ 07605
<http://www.leonianj.gov/>

March 23, 2020

7:30 pm

Leonia Borough Hall - Virtually

A Work Session Meeting of the Mayor and Council of the Borough of Leonia was held virtually via GoToWebinar in the Leonia Borough Hall at 312 Broad Avenue, Leonia, NJ on March 23, 2020. The meeting was called to order at 7:37 p.m. by Mayor Judah Zeigler.

Mayor Zeigler read the following statement into the record: "In compliance with the Open Public Meetings Act, the notice requirements have been satisfied. The meeting dates for the year are confirmed at the Annual Meeting, are posted on the public bulletin board in Borough Hall, published in the Record within the first 10 days of the New Year, and copies are sent to the Star Ledger. Notice of this virtual meeting by the March 13, 2020 and March 19, 2020 Sunshine Notices containing the time, date, and information on how to access this meeting were sent to the Record, Star Ledger and have been posted at Borough Hall and on the Borough website."

PRESENT: Mayor Judah Zeigler and Councilmembers Pasquale Fusco, Maureen Davis, Bernadette Flaim, Louis Grandelis (arrived at 7:43 p.m.), Joanne Terrell and William Ziegler

ABSENT: None

ALSO PRESENT: Borough Attorney Brian Chewcaskie
Borough Administrator Andrea Wardrop
Borough Clerk Anne Dodd

Mayor Zeigler explained that Mayor and Council meetings will continue to be held virtually until such time that Governor Murphy's executive order is no longer in effect. He noted that this meeting is being held in accordance with the provisions of the Open Public Meetings Act and guidance received from the Division of Local Government Services. He explained the process by which members of the public can provide comment, noting that although it is not on the agenda, he will provide an additional opportunity for public comment at the end of the meeting.

Public Comment

None.

Adoption of Ordinances

Ordinance 2020-08

The Borough Clerk read into the record:

The following ordinance published herewith was first read by title only on March 2, 2020 and posted on the bulletin board of the municipal building.

Ord. 2020-08 - AN ORDINANCE AMENDING AND SUPPLEMENTING THE CODE OF THE BOROUGH OF LEONIA BY ADDING CHAPTER 191 "REHABILITATION OF ABANDONED PROPERTY"

Borough Attorney Chewcaskie explained that this ordinance provides for the registration of abandoned and/or bank-owned properties and provides an incentive for the maintenance of said properties. He noted that there are escalating fees for each year that a property is registered.

Public Comments on Ordinance 2020-08

None.

Motion by Councilwoman Davis, second by Council President Fusco, that Ordinance 2020-08 be passed on second and final reading and is hereby adopted and notice of same shall be published according to law.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

Introduction of Ordinances

Ordinance 2020-09

The Borough Clerk read the title of the ordinance into the record:

ORD. 2020-09 - CALENDAR YEAR 2020 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET COST OF LIVING ALLOWANCE AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A-4-45.14)

Sheri Luna, CFO, explained that this ordinance is procedural when introducing the budget and provides for an increase in the cap bank to 3.5%.

Mayor Zeigler noted that although the budget was initially scheduled for introduction this evening, the budget documents were received late and there was not sufficient time for review by the governing body members.

Motion by Councilwoman Flaim that the foregoing ordinance be introduced and passed on first reading and setting April 6, 2020 at 7:30 p.m. or as soon thereafter as the as the matter

can be heard as the date and time and the Leonia Borough Hall virtually via GoToWebinar as the place for a hearing on said ordinance. Second by Councilman Ziegler.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

Non-Consent Resolutions

RES. 2020-94 Authorize Funding of Emergency Appropriation - Leonia Fire Department Asbestos & Lead Paint Remediation

[2020-94 - Authorize Funding of Emergency Appropriation - LFD Asbestos & Lead Paint Remediation.pdf](#)

Borough Administrator Wardrop explained that funding for the removal of asbestos and lead paint from the Fire Department is no longer being paid as an emergency appropriation in the operating budget and will instead be paid by capital funding from the 2017 and 2018 building improvement funds that were available.

Motion by Councilman Grandelis, second by Council President Fusco, that Resolution #2020-94 be approved.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

Consent Resolutions

- A. RES. 2020-95 Authorize Transfer of Appropriation Reserves
[2020-95 Authorize Transfer of Appropriation Reserves.pdf](#)
- B. RES. 2020-96 Authorize Bill List
[2020-96 Bill List.pdf](#)
[3-23-20 Bill List.pdf](#)
- C. RES. 2020-97 Authorize Proposal for Engineering Services - Pennoni Engineering - 2019 NJ DOT Municipal Aid Grant - Broad Avenue Improvements - Section 9
[2020-97 Authorize Proposal - Pennoni Engineering - Broad Avenue Section 9.pdf](#)
[2020-97 Certification of Funds.pdf](#)
- D. RES. 2020-98 Authorize Proposal for Engineering Services - Pennoni Engineering - 2019 CDBG Roadway Improvements - Kingsley
[2020-98 Authorize Proposal - Pennoni Engineering - 2019 CDBG Roadway Improvements - Kinglsey.pdf](#)
[2020-98 Certification of Funds.pdf](#)
- E. 2020-99 Authorize Award of Bid - Kingsley Avenue Road Improvements
[2020-99 Award Bid - Kingsley Avenue Road Improvements.pdf](#)
- F. RES. 2020-100 Extend Shared Service Agreement - Township of Teaneck - Technical Assistant Services in Leonia Building Department
[2020-100 Authorize Extension Shared Service Agreement - Tech Asst Services.pdf](#)
[reso 54-2020 extending bldg services w leonia.pdf](#)

[Shared Service Agreement with Leonia for Building Technical Assistant extended.pdf](#)

G. RES. 2020-101 Certify Matching Funds - NJ Library Construction Bond Act Grant Program

[2020-101 Certfy Matching Funds - NJ Library Construction Bond Act Program.pdf](#)

H. RES. 2020-102 Authorize Hire - Part-Time Administrative Assistant to the Borough Clerk/Assistant Administrator

[2020-102 Authorize Hire PT Admin Asst -Borough Clerk.pdf](#)

Motion by Councilman Ziegler, second by Councilwoman Flaim, that the Consent Agenda be approved.

On a roll call, the vote on the Consent Agenda was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

All members present voting in favor, the Consent Agenda was approved.

Unfinished Business:

2020 Census

Councilwoman Terrell advised that, in place of the weekend hours at the Library and Senior Center, they will be providing a telephonic solution to assist residents with completing the 2020 Census. Residents can either call in, or if they have the ability, they can join a video hangout. She expressed that this program is anticipated to begin this weekend, noting that the Census deadline has been pushed out. She advised that volunteer sign up forms will be sent through the various communication platforms and it is still anticipated that this program will take place over the weekends.

Mayor Zeigler confirmed that communication will be sent out regarding this program through the website and a Nixle alert.

RES. 2020-87 Authorize Advertisement - Police Officer
[2020-87 Authorize Advertisement - Police Officer.pdf](#)

Motion by Councilwoman Davis, second by Councilman Ziegler, to remove Resolution #2020-87 from the table.

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

Motion by Councilwoman Davis, second by Councilman Ziegler, that Resolution #2020-87 be approved.

Mayor Zeigler noted that he had requested that this resolution be placed on hold at the last meeting as the budget was not at the point where it is currently. He asked for confirmation from Councilwoman Flaim, Chair of the Finance & Human Resources Committee, that the Borough is in a position to fund this position and she confirmed that funding is in place.

On a roll call, the vote was recorded as follows:

Council President Fusco:	aye	Councilman Grandelis:	aye
Councilwoman Davis:	aye	Councilwoman Terrell:	aye
Councilwoman Flaim:	aye	Councilman Ziegler:	aye

New Business:

GovPilot Municipal Management Software Discussion

Borough Clerk Anne Dodd explained that she provided a rather extensive memorandum which outlined the benefits of this software, cost, the package and modules which are being recommended for implementation as well as an implementation plan. She noted that this program would allow for business to continue to operate during times like these as employees can access this program remotely and residents would be able to apply for licenses and permits online, eliminating the need to come to Borough Hall. She advised that she and the Borough Administrator are seeking approval to place a resolution on the next agenda to enter into a contract with GovPilot.

Mayor Zeigler commented that this need was identified some time ago in order to drive innovation within the Borough and customer satisfaction with the goal of eliminating the need for residents to come to Borough Hall. He noted that several platforms were explored and GovPilot is one with which the Borough Clerk has previous experience. He advised that it will allow for employees to work more efficiently on the backend while allowing residents to conduct business with greater ease on the front end. He remarked that he has requested a written implementation plan with key performance indicators that will provide a roadmap to success. He noted that this platform will also replace SeeClickFix as that functionality is included within GovPilot's platform and SeeClickFix's data will be migrated into GovPilot to allow for historical data.

Councilman Ziegler commented that, although he was initially concerned with the cost of this system, after learning about the benefits that were realized in Allendale after implementation of this program, his opinion was changed. He requested that these benefits be presented in greater detail for the public. It was agreed that information on the benefits of this program will be posted to the website for the public at the time that GovPilot launches.

Councilwoman Flaim inquired as to the turnaround time once the contract is authorized. Borough Clerk Dodd advised that, for most modules, it takes 30-45 days for the implementation process, noting that the Building Department module may take longer as it is more entailed. Mayor Zeigler added that when discussing this matter with the GovPilot representative, it was relayed that the timeframe for implementation is heavily dependent upon receipt of information from Borough employees.

Leonía Block Captains

Mayor Zeigler commented that this topic pertains to the Leonia Cares Program which he requested that Councilwoman Terrell and Councilman Ziegler spearhead. This program has been undertaken in close consultation with the Borough Attorney to ensure that the Borough is not opened up to liability. He advised that, although this program is being implemented with the full support of the governing body and municipality, it is a private program. He explained how this program will work and the role of the Block Captain.

Councilwoman Terrell acknowledged Michaela Alston who has provided tremendous backend support with respect to getting this program up and running. She noted that there are currently 95 forms that have been submitted with a few volunteers who have since rescinded. She advised that there is a need for multiple Block Captains for each block and an outreach letter together with a waiver will be sent in three different languages.

Councilman Ziegler added that this program makes him proud to be a Leonian and noted that it will help the most vulnerable and at-risk segments of the population.

Mayor Zeigler commented that tonight's Nixle message will contain the Google form. He expressed appreciation to Borough Attorney Chewcaski for his work in developing the waiver and the FAQ documents. He advised that, as of this afternoon, there are currently 2,844 presumptive positive or positive cases in New Jersey, 585 of which are in Bergen County and 6 in Leonia. He cautioned residents to stay home as it is now a legal requirement.

Public Comment

Mayor Zeigler announced that Arthur Zayat commented that he likes this format, but would like to see every member of the governing body onscreen. Mayor Zeigler advised that this issue will be addressed.

Closed Session:

RES. 2020-103 Authorize Closed Session

BE IT RESOLVED in compliance with N.J.S.A. 10:4-12, the Mayor and Council of the Borough of Leonia entered into Closed Executive Session to discuss the following matters:

A. Personnel

Minutes will be taken of the meeting and released to the public at the time that the matter is resolved. After Closed Executive Session, the Mayor and Council will reconvene to adjourn this work session.

There being no further business to come before the Council, on a motion from Councilman Ziegler, seconded by Councilwoman Flaim, and all present voting in favor, the meeting was adjourned to the Closed Executive Session at 8:17 p.m.

Adjournment:

There being no further business to come before the Mayor and Council, on a motion by Councilman Ziegler, second by Council President Fusco, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Anne Dodd, RMC
Municipal Clerk