

BOROUGH OF TOTOWA

MINUTES OF THE MAYOR AND COUNCIL

April 28, 2020

Due to the COVID-19 (Coronavirus) pandemic this meeting was live-streamed on Facebook.

PRESENT: Mayor John Coiro, presiding, Council President Lou D'Angelo, Councilwoman Debra Andriani, Councilman Anthony Picarelli, Councilman John Capo, Municipal Clerk Joseph Wassel and Municipal Attorney Kristin Corrado.

ABSENT: Councilman William Bucher and Councilwoman Lisa Palazzo.

Mayor John Coiro called the meeting to order and asked the Municipal Clerk to call the roll.

Mayor Coiro announced that we are live-streaming on Facebook because of the COVID-19 outbreak and the Municipal Complex being closed to the public.

Municipal Clerk Wassel recited the Prayer of the Meeting followed with the Pledge of Allegiance to the Flag with the public participating.

Mayor Coiro asked the Clerk to read the statement of the meeting.

The Municipal Clerk read the following statement: This meeting of the Mayor and Council held on this day is being held in accordance with Chapter 231, P.L. 1975 of the State of New Jersey as amended. The agenda for this meeting has been prepared and distributed to the Mayor and Council and a copy has been on file in the Office of the Municipal Clerk.

There was a motion by Councilman D'Angelo, seconded by Councilwoman Andriani to dispense with the regular order of business in order to hold a public hearing on Ordinance No. 04-2020 as advertised. On roll call vote, all members of the Council present voted in the affirmative.

Municipal Clerk Wassel announced that Ordinance No. 04-2020 has been advertised for public hearing for Tuesday, April 28, 2020.

Municipal Clerk Wassel read the legal notice and the title of Ordinance No. 04-2020.

There was a motion by Councilman D'Angelo, seconded by Councilwoman Andriani to open the public hearing. On roll call vote, all members of the Council present voted in the affirmative.

CITIZENS HEARD:

Mayor Coiro announced that we have not received any emailed questions pertaining to Ordinance No. 04-2020.

There was a motion by Councilman D'Angelo, seconded by Councilwoman Andriani to close the public hearing. On roll call vote, all members of the Council present voted in the affirmative.

Municipal Clerk Wassel read Ordinance No. 04-2020 by title:

ORDINANCE NO. 04-2020

**AN ORDINANCE TO AMEND THE CODE OF THE BOROUGH OF TOTOWA
CHAPTER 75 ENTITLED "POLICE DEPARTMENT", ARTICLE III,
"COMPOSITION OF DEPARTMENT", SECTION 75-4, "FULL-TIME AND
PERMANENT PERSONNEL" AND ARTICLE IV, "SALARIES",
SECTION 75-6, "SALARIES AND COMPENSATION"**

There was a motion by Councilman D'Angelo, seconded by Councilwoman Andriani to adopt Ordinance No. 04-2020 on second and final reading. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilman D'Angelo, seconded by Councilwoman Andriani to revert to the regular order of business. On roll call vote, all members of the Council present voted in the affirmative.

Mayor Coiro asked if any members of the Council, the Municipal Clerk or the Municipal Attorney wished to address the Council.

There were no reports.

CITIZENS HEARD:

Mayor Coiro announced that we have not received any emailed questions through 7:30 p.m.

There was a motion by Councilman D'Angelo, seconded by Councilman Picarelli to approve the Minutes of the Mayor and Council for the meeting of April 14, 2020. On roll call vote, all members of the Council present voted in the affirmative. Councilwoman Andriani abstained from the voting.

COMMITTEE ON FINANCE:

There was a motion by Councilman Picarelli, seconded by Councilman D'Angelo to approve Resolution No. 2020-10 for the payment of bills. On roll call vote, all members of the Council present voted in the affirmative.

There was a motion by Councilman Picarelli, seconded by Councilman D'Angelo to adopt the following Resolution Extending The Grace Period To June 1, 2020 For Payment Of The Second Quarter Property Taxes. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 55-2020

RESOLUTION EXTENDING THE GRACE PERIOD TO JUNE 1, 2020 FOR
PAYMENT OF THE SECOND QUARTER PROPERTY TAXES

WHEREAS, the second quarter tax payment is normally due on May 1, with a 10 day grace period; and

WHEREAS, New Jersey Governor Philip D. Murphy, on April 28, 2020 issued Executive Order No. 130 which permits any governing body of a municipality to adopt a resolution instituting a grace period concluding on a date no later than June 1, 2020 for the payment of second quarter property taxes; and

WHEREAS, due to the COVID-19 pandemic and the State and Federal declarations of a major disaster throughout New Jersey, the Governing Body of the Borough of Totowa wishes to extend the grace period for second quarter 2020 taxes to June 1, 2020 to allow residents who have been affected more time to be able to pay their bills; and

WHEREAS, the Governing Body has decided to grant our taxpayers this additional time to pay their taxes due to these unforeseen circumstances.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Totowa, in the County of Passaic, New Jersey do hereby extend the grace period for the second quarter 2020 taxes to June 1, 2020, which is inclusive of the 10 day grace period.

BE IT FURTHER RESOLVED, that tax payments received after the extended grace period of June 1, 2020 will be charged interest back to the original due date of May 1, 2020 as required by law.

BE IT FURTHER RESOLVED, that the Municipal Clerk shall notify the Director of the Division of Local Government Services in the Department of Community Affairs of any resolution instituting an extended grace period adopted under authority of Executive Order No. 130 not later than the third business day next following the municipal governing body's adoption of the resolution.

COMMITTEE ON PUBLIC SAFETY:

There was no report.

COMMITTEE ON PUBLIC WORKS:

There was a motion by Councilman Picarelli, seconded by Councilman D'Angelo to adopt the following Resolution Authorizing Professional Engineering Services For The Development Of A Geographic Information Services (GIS) Map For The Borough Of Totowa Water System. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 56-2020

RESOLUTION AUTHORIZING PROFESSIONAL ENGINEERING SERVICES FOR THE DEVELOPMENT OF A GEOGRAPHIC INFORMATION SERVICES ("GIS") MAP FOR THE BOROUGH OF TOTOWA WATER SYSTEM

WHEREAS, the Mayor and Council of the Borough of Totowa desire the development of a Geographic Information Services ("GIS") map for the Borough of Totowa's water system; and

WHEREAS, the GIS map is required by the New Jersey Department of Environmental Protection ("NJDEP") as part of the process for approval of the Bureau of Water System Engineering ("BWSE") permit applications; and

WHEREAS, the Mayor and Council of the Borough of Totowa desire to retain the services of a professional engineering firm to provide data collection; prepare a map to conform to GIS and NJDEP standards and prepare a report summarizing the map creation; and

WHEREAS, Richard A. Alaimo Engineering Associates has submitted a proposal dated October 8, 2019 to develop a GIS Map in an amount not to exceed \$25,700.00, a copy of which is on file in the office of the Borough of Totowa Municipal Clerk; and

WHEREAS, the Mayor and Council of the Borough of Totowa on April 28, 2020 did examine the proposal submitted by Richard A. Alaimo Engineering Associates; and

WHEREAS, pursuant to the applicable New Jersey State laws, these professional services may be awarded without public bidding.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby accept the proposal submitted by Richard A. Alaimo Engineering Associates for professional engineering services to develop a GIS map for the Borough of Totowa water system in the amount of \$25,700.00.

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby authorize Richard A. Alaimo Engineering Associates to perform the professional services as set forth in their proposal.

BE IT FURTHER RESOLVED, that the Municipal Council of the Borough of Totowa does hereby authorize the Mayor, Municipal Clerk and Municipal Engineer to execute any and all necessary instruments relating thereto.

There was a motion by Councilman Picarelli, seconded by Councilman D'Angelo to adopt the following Resolution Authorizing Professional Engineering Services For The Development Of A Hydraulic Model For The Borough Of Totowa Water System. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 57-2020

RESOLUTION AUTHORIZING PROFESSIONAL ENGINEERING SERVICES FOR THE DEVELOPMENT OF A HYDRAULIC MODEL FOR THE BOROUGH OF TOTOWA WATER SYSTEM

WHEREAS, the Borough of Totowa is in need of a hydraulic model for the Borough of Totowa's water system which will enable a study of the system for any problems including high or low pressure, overtaxed water mains and an analysis of supply, boosters and tanks; and

WHEREAS, the Mayor and Council of the Borough of Totowa desire to retain the services of a professional engineering firm to provide data collection, model verification, fire flow evaluation, hydraulic modeling and a report summarizing the findings, identifying problems in the distribution system and recommending improvements; and

WHEREAS, Richard A. Alaimo Engineering Associates has submitted a proposal dated October 8, 2019 for the hydraulic modeling services in an amount not to exceed \$39,800.00, a copy of which is on file in the office of the Borough of Totowa Municipal Clerk; and

WHEREAS, the Mayor and Council of the Borough of Totowa on April 28, 2020 did examine the proposal submitted by Richard A. Alaimo Engineering Associates; and

WHEREAS, pursuant to the applicable New Jersey State laws, these professional services may be awarded without public bidding.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby accept the proposal submitted by Richard A. Alaimo Engineering Associates for professional hydraulic modeling services in the amount of \$39,800.00.

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby authorize Richard A. Alaimo Engineering Associates to perform the professional services as set forth in their proposal.

BE IT FURTHER RESOLVED, that the Municipal Council of the Borough of Totowa does hereby authorize the Mayor, Municipal Clerk and Municipal Engineer to execute any and all necessary instruments relating thereto.

COMMITTEE ON ENGINEERING & PUBLIC PROPERTY:

There was a motion by Councilman Capo, seconded by Councilwoman Andriani to adopt the following Resolution Authorizing Professional Engineering Services For The Sanitary Sewer Main Rehabilitation – Phase IX. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 58-2020

RESOLUTION AUTHORIZING PROFESSIONAL ENGINEERING SERVICES
FOR THE SANITARY SEWER MAIN REHABILITATION - PHASE IX

WHEREAS, in August of 2011, the Borough of Totowa suffered the devastating effects of Hurricane Irene which resulted in unprecedented flooding throughout the community; and

WHEREAS, following the Hurricane, the Borough of Totowa Municipal Engineer recommended the rehabilitation of portions of the sanitary sewer mains located throughout the municipality; and

WHEREAS, to date, eight Phases of the on-going Sanitary Sewer Main Rehabilitation Project have been completed; and

WHEREAS, the Borough of Totowa Municipal Engineer has now recommended the rehabilitation of existing sanitary sewer mains within Boyle Avenue, from Franklin Place to Totowa Road; and

WHEREAS, the work consists primarily of the installation of cured-in-place lining for approximately 900 linear feet of existing sanitary sewer main; and

WHEREAS, the Borough of Totowa received a Block Grant from Passaic County through the Community Development Block Grant Program for the additional rehabilitation work; and

WHEREAS, the Mayor and Council of the Borough of Totowa desire to retain the services of a professional engineering firm to provide design services, prepare bid documents, assist in the bidding process and supervise construction for Phase IX of the Sanitary Sewer Main Rehabilitation Project; and

WHEREAS, Richard A. Alaimo Engineering Associates has submitted a proposal dated February 12, 2020 to provide the design, bid assistance and construction supervision services for the rehabilitation of sanitary sewer mains at a cost not to exceed \$32,100.00, a copy of which is on file in the office of the Borough of Totowa Municipal Clerk; and

WHEREAS, the Mayor and Council of the Borough of Totowa on April 28, 2020 did examine the proposal submitted by Richard A. Alaimo Engineering Associates; and

WHEREAS, pursuant to the applicable New Jersey State laws, these professional services may be awarded without public bidding.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby accept the proposal submitted by Richard A. Alaimo Engineering Associates for professional engineering services for the Sanitary Sewer Main Rehabilitation Project – Phase IX in the amount of \$32,100.00.

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby authorize Richard A. Alaimo Engineering Associates to perform the professional services as set forth in their proposal.

There was a motion by Councilman Capo, seconded by Councilwoman Andriani to adopt the following Resolution Authorizing Installation Of Virus Shielding Barrier Systems For The Borough Of Totowa Tax Office, Borough Clerk Office And Building Department Office. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 59-2020

RESOLUTION AUTHORIZING INSTALLATION OF VIRUS SHIELDING BARRIER SYSTEMS FOR THE BOROUGH OF TOTOWA TAX OFFICE, BOROUGH CLERK OFFICE AND BUILDING DEPARTMENT OFFICE

WHEREAS, SARS-CoV-2 is the virus that causes Coronavirus Disease 19 ("Covid-19"), a contagious and at times fatal, respiratory disease; and

WHEREAS, by Executive Order No. 103 dated March 9, 2020, Governor Phil Murphy declared a Public Health Emergency and State of Emergency in the State of New Jersey in response to the Covid-19 outbreak; and

WHEREAS, by Executive Order No. 107 dated March 21, 2020, Governor Murphy further ordered that all residents of the State of New Jersey were to remain at home and closed all non-essential businesses; and

WHEREAS, in accordance with Executive Order No. 107, the Mayor and Council of the Borough of Totowa directed the Borough of Totowa to close all municipal offices to the public; and

WHEREAS, thereafter the Borough of Totowa undertook a hazard assessment and implemented infection control strategies and safe work practices; and

WHEREAS, in anticipation of re-opening the municipal offices to the public, the Municipal Clerk of the Borough of Totowa has recommended that virus shielding barrier systems be installed within the various municipal offices as a measure to protect our workers from exposure to, and infection with Covid-19; and

WHEREAS, Clear Security Systems, 759 Bloomfield Avenue, Suite 356, West Caldwell, New Jersey 07006 has submitted a proposal to provide the necessary labor and materials for the installation of virus shielding barrier systems for the Borough of Totowa Municipal Offices in the amount of \$19,400.00, a copy of which is on file in the office of the Municipal Clerk of the Borough of Totowa; and

WHEREAS, the Mayor and Council of the Borough of Totowa desire to authorize the installation of the virus shielding barrier systems for the Municipal Offices for the general health, safety and well-being of both the employees and residents of the Borough of Totowa; and

WHEREAS, the Mayor and Council of the Borough of Totowa further desire that these safety precautions be undertaken as soon as possible so that the virus shielding barrier systems are in place at the time the Borough of Totowa Municipal Offices are permitted to re-open to the public; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(i), these safety measures and installation of protective barrier equipment constitutes extraordinary, unspecifiable services that may be authorized by the Borough of Totowa without public bidding.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby accept the proposal from Clear Security Systems for the installation of the virus shielding barrier systems for the Borough of Totowa Municipal Offices in the amount of \$19,400.00.

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby authorize the Clear Security Systems to provide the labor and materials for the installation of the virus shielding barrier systems as set forth in their proposals.

There was a motion by Councilman Capo, seconded by Councilwoman Andriani to adopt the following Resolution Authorizing Installation Of Security And Protective Measures For The Borough of Totowa Municipal Court Office. On roll call vote, all members of the Council present voted in the affirmative.

RESOLUTION NO. 60-2020

RESOLUTION AUTHORIZING INSTALLATION OF SECURITY AND PROTECTIVE MEASURES FOR THE BOROUGH OF TOTOWA MUNICIPAL COURT OFFICE

WHEREAS, the Supreme Court of the State of New Jersey had adopted Statewide Municipal Court Security Policy which requires each municipal court to adopt a detailed Municipal Court Security Plan; and

WHEREAS, in accordance with this mandate, the Borough of Totowa Municipal Court has adopted a detailed Municipal Court Security Plan which includes the installation of a bullet resistant window, walls and vision panel door for the Borough of Totowa Municipal Court Violations Office; and

WHEREAS, by Resolution No. 59-2020 dated April 28, 2020, the Mayor and Council of the Borough of Totowa authorized the installation of virus shielding barrier systems for the various Borough of Totowa Municipal Offices to protect municipal employees from exposure to, and infection with Covid-19; and

WHEREAS, the installation of the bullet resistant windows and panel door will further serve as the protective virus shielding barrier system for the Borough of Totowa Municipal Court staff; and

WHEREAS, Clear Security Systems, 759 Bloomfield Avenue, Suite 356, West Caldwell, New Jersey 07006 has submitted a proposal to provide the necessary labor and materials for the installation of the dual security and protective measures for the Borough of Totowa Municipal Court Violations Office in the amount of \$12,320.00, a copy of which is on file in the office of the Municipal Clerk of the Borough of Totowa; and

WHEREAS, the Mayor and Council of the Borough of Totowa desire to authorize the installation of the bullet resistant window, walls and vision panel door, which will also serve as the protective virus shielding barrier system, for the Borough of Totowa Municipal Court Violations Office for the general health, safety and well-being of both the employees and residents of the Borough of Totowa; and

WHEREAS, the Mayor and Council of the Borough of Totowa further desire that these security measures be undertaken as soon as possible so that both the bullet resistant and virus shielding protective barrier glass and vision panel door are in place at the time the Borough of Totowa Municipal Offices are permitted to reopen to the public; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(i), the installation of the security measures and the protective barrier system constitutes extraordinary, unspecifiable services that may be authorized by the Borough of Totowa without public bidding.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby accept the proposal from Clear Security Systems for the installation of the bullet resistant window, walls and vision panel door which will also serve as the virus shielding barrier system for the Borough of Totowa Municipal Court Violations Office in the amount of \$12,320.00.

BE IT FURTHER RESOLVED, that the Mayor and Council of the Borough of Totowa do hereby authorize the Clear Security Systems to provide the labor and materials for the installation of the security and protective equipment as set forth in their proposals.

COMMITTEE ON LIAISON & INSPECTION:

There was no report.

COMMITTEE ON LEGISLATION & ORDINANCES:

There was a motion by Councilman Picarelli, seconded by Councilwoman Andriani to introduce on first reading and advertise for public hearing the following entitled ordinance. On roll call vote, all members of the Council present voted in the affirmative.

ORDINANCE NO. 05-2020

AN ORDINANCE TO AMEND THE ORDINANCE FIXING THE ANNUAL SALARIES AND WAGES OF THE OFFICIALS, EMPLOYEES AND THE APPOINTEES OF THE BOROUGH OF TOTOWA, COUNTY OF PASSAIC, STATE OF NEW JERSEY

Mayor Coiro reminded all that our next Council Meeting will be in two weeks on May 12th and though we are not sure of what the situation will be at that time, we suspect that we will hold the same type of virtual meeting on Facebook.

There being no further business to come before the Council, there was a motion by Councilman D'Angelo, seconded by Councilwoman Andriani that the meeting be adjourned. On roll call vote, all members of the Council present voted in the affirmative.

Joseph Wassel, RMC
Municipal Clerk