

**CITY OF ENGLEWOOD**  
**CITY COUNCIL WORKSHOP MEETING**  
**MUNICIPAL COURT 73 S. VAN BRUNT STREET**  
**February 7, 2012 – 7:30 pm**

**OPEN PUBLIC MEETINGS ACT STATEMENT**

**WORKSHOP AGENDA ITEMS:**

- **Resolutions for Discussion:**
  - Special Appropriation for Master Plan
  - Shared Services Agreement with the Englewood Public School District to Provide Information Technology Services
  - Award of Contract for Bergen Street Parking Lot Dumpster Project
  - Resolution for a Zero 2012 Municipal Budget
  - Appointment of City Engineer
  - Award of Contract for Signage at Public Safety Complex
  - Award of Contract for Environmental Soil Remediation at the Police Department Pistol Range
  - Award of Contract for Environmental Soil Remediation for Fire House & Ice Rink
  - Award of Contract for Environmental Soil Remediation for 18 Amory Street
  - Authorization of Application to Erect a Canopy Awning in the Public Right of Way
  - Award of Contract for Pool Management Services
  
- **Ordinances for Discussion:**
  - An Ordinance Amending Ordinance No. 09-23 Establishing a Green Team Pursuant to Sustainable New Jersey
  - Traffic Advisory Committee Recommendations Memo

**DISCUSSION:**

- 2012 Municipal Budget:
  - Budget Hearing Calendar (attached)
  - Budget Hearing Process and Procedures
- John T. Wright Ice Arena:
  - Presentation by Community Representative - Phil Vogel
  - City Engineer Recommendations
- James Street:
  - Review of Michael Kates, Esq. Memo Outlining Process and Procedures
  - Presentation of Preliminary Concept Plan for Shop-Rite Expansion and James Street
- Completeness Review Procedures and New Application and Checklist Forms (for Board of Adjustment and Planning Board)
- Status of Liberty School

**PUBLIC SESSION:**

**CLOSED SESSION:**

- Appointments to Boards and Committees

CITY OF ENGLEWOOD

RESOLUTION #XXX-02-21-12

AWARD OF CONTRACT FOR  
THE CITY OF ENGLEWOOD'S MASTER PLAN

WHEREAS, the City of Englewood requires the services of a qualified person(s) and/or firms to prepare the City of Englewood's Master Plan; and

WHEREAS, the City issued a Request for Proposals for a Municipal Master Plan and Visioning; and

WHEREAS, on the recommendation of the Englewood Planning Board's Selection Committee, the City Council has determined, based on professional experience, expertise and reputation, to award a contract for such services to Brown & Keener with offices located at 1315 Walnut Street, Suite 900, Philadelphia, Pennsylvania 19107, pursuant to N.J.S.A. 19:44A-20.5 as other than a "Fair and Open" contract as defined therein; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 1 1-1 et. seq.) authorizes the award of such professional services contracts without competitive bidding; and

WHEREAS, the City Manager has determined that the value of this contract will not exceed \$88,000; and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure Form certifying that the firm has not made or will make any reportable contributions that would bar the award of this contract under the provisions of N.J.S.A. 19:44A-1 et seq. and City of Englewood Ordinance No. 07-31; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available to award this contract and a copy of said certification is on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Englewood, Bergen County, State of New Jersey that a professional services contract is hereby awarded Brown & Keener to prepare the City of Englewood's Master Plan;

BE IT FURTHER RESOLVED, that a copy of the within resolution, together with a copy of the Agreement and that the Business Entity Disclosure Certification and the Determination of Value, be on file in the Office of the City Clerk and be available for public inspection during regular business hours; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to cause a brief notice to be published once in The Record newspaper stating the nature, duration, service, and amount of the contract and that the resolution and contract are on file and available for public inspection in the office of the City Clerk.

COUNCIL	MOTION	AYES	NAYS	ABSTAIN	ABSENT
<i>Algrant</i>					
<i>Forman</i>					
<i>Skurnick</i>					
<i>Cohen</i>					
<i>Drakeford</i>					

I do hereby certify that the foregoing is a true and exact copy of a Resolution adopted by the Council of the City of Englewood.

\_\_\_\_\_  
Lauren P. Vande Vaarst, RMC  
City Clerk  
City of Englewood

CITY OF ENGLEWOOD

RESOLUTION #XXX-02-21-12

**AUTHORIZING AWARD OF CONTRACT  
FOR THE BERGEN STREET PARKING LOT DUMPSTER PROJECT**

**WHEREAS**, sealed bids were received on October 25, 2011 for the Bergen Street Parking Lot Dumpster Project in accordance with specifications therefore and following public advertisement; and

**WHEREAS**, specifications were sent and responsible bids were received from three (3) bidders; and

**WHEREAS**, the bid submitted by M. Ingannamorte & Sons, Inc., 211 LaRoche Avenue, Harrington Park, New Jersey 07640 for the sum of \$11,880.00 was determined to be the low bid and is in compliance with the specifications; and based upon the recommendation of the City Engineer, can be accepted by the City Council; and

**WHEREAS**, this bid is awarded according to a fair and open process pursuant to PL 2004, c.19;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Englewood that the bid submitted by M. Ingannamorte & Sons, Inc., is hereby accepted; and

**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized to execute an agreement between the City of Englewood and M. Ingannamorte & Sons, Inc. for the Bergen Street Parking Lot Dumpster Project in accordance with the specifications therefore.

**BE IT FURTHER RESOLVED** that subject to the availability of funds therefore, the City Manager is authorized to approve change orders in a sum not to exceed 20% of the contract price.

Funding for this project is available from the following sources:

- Ordinance 10-18(b)

COUNCIL	MOTION	AYES	NAYS	ABSTAIN	ABSENT
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<i>Skurnick</i>					
<i>Cohen</i>					
<i>Drakeford</i>					

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City of Englewood

CITY OF ENGLEWOOD

RESOLUTION #XXX-02-21-12

RESOLUTION FOR A ZERO 2012 MUNICIPAL BUDGET

WHEREAS, the City of Englewood has experienced a rapid rise in expenditures, and

WHEREAS, the City has experienced a concurrent rise in property taxes,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Englewood, County of Bergen, hereby expresses its desire to finalize a municipal budget that will not result in an increase in the municipal purpose tax rate for the 2012 Budget year.

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CITY OF ENGLEWOOD

RESOLUTION #XXX-02-21-12

APPOINT CITY ENGINEER

WHEREAS, the City of Englewood requires the services of City Engineer; and

WHEREAS, on the recommendation of the City Manager, the City Council has determined, based on professional experience, expertise and reputation, to award a contract for such services to K. Albert Associates Inc. with offices at 9 East Street, Englewood, New Jersey 07631, pursuant to N.J.S.A. 19:44A-20.5 as other than a "Fair and Open" contract as defined therein; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 1 1-1 et. seq.) authorizes the award of such professional services contracts without competitive bidding; and

WHEREAS, the City Manager has determined that the value of this contract will exceed \$17,500 in the 2012 operating year: and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure Form certifying that the firm has not made or will make any reportable contributions that would bar the award of this contract under the provisions of N.J.S.A. 19:44A-1 et seq. and City of Englewood Ordinance No. 07-31; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available to award this contract and a copy of said certification is on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Englewood, Bergen County, State of New Jersey that a professional services contract is hereby awarded to K. Albert Associates Inc. to provide professional real estate appraisal services, and the City Manager and City Clerk are hereby authorized to execute and attest to an agreement between the City of Englewood and K. Albert Associates Inc. for a period of three (3) years beginning January 1, 2012 and ending December 31, 2014.

BE IT FURTHER RESOLVED, that a copy of the within resolution, together with a copy of the Agreement and that the Business Disclosure Entity Certification and the Determination of Value, be on file in the Office of the City Clerk and be available for public inspection during regular business hours; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to cause a brief notice to be published once in The Record newspaper stating the nature, duration, service, and amount of the contract and that the resolution and contract are on file and available for public inspection in the office of the City Clerk.

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CITY OF ENGLEWOOD

RESOLUTION # XXX-02-21-12

**AUTHORIZING AWARD OF CONTRACT FOR  
SIGNAGE AT THE PUBLIC SAFETY COMPLEX**

**WHEREAS**, quotations were obtained for the Signage to read "Deputy Chief Raymond C. Wright Public Safety Complex" to be affixed to the exterior of the Public Safety Complex in accordance with specifications therefore; and

**WHEREAS**, specifications were sent and quotations were received from six (6) vendors; and

**WHEREAS**, the quotation submitted by Majestic Signs located at 951 Teaneck Road, Teaneck, New Jersey 07666 for the sum of \$2,875 was determined to be the low bid and is in compliance with the specifications; and based upon the recommendation of the City Manager, can be accepted by the City Council; and

**WHEREAS**, this bid is awarded according to a fair and open process pursuant to PL 2004, c.19. and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Englewood that the bid submitted by Majestic Signs is hereby accepted; and

**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized to execute an agreement between the City of Englewood and Majestic Signs for the Signage at the Public Safety Complex in accordance with the specifications therefore.

A certificate of availability of funds is on file in the office of the City Clerk.

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CITY OF ENGLEWOOD

RESOLUTION #XXX-02-21-12

**AWARD PROFESSIONAL SERVICES CONTRACT TO  
BOSWELL ENGINEERING TO SERVE AS A LICENSED SITE REMEDIATION PROFESSIONAL**

**WHEREAS**, the City of Englewood requires a Licensed Site Remediation Professional (LSRP) to provide professional services for the environmental site remediation at the Police Pistol Range. The scope of work will include:

- Complete all Administrative Requirements
- Conduct an Asbestos Containing Building Material Survey
- Update Preliminary Assessment
- Site Investigation and Site Investigation Report
- Prepare Bid Plans and Specifications
- Prepare Remedial Action Work plan
- Provide Public Notifications
- Provide Remedial Oversight/Post Excavation Sampling
- Disposal Coordination
- Limited Groundwater Investigation
- Limited Receptor and Baseline Ecological Evaluations
- Remedial Action Report

**WHEREAS**, on the recommendation of the City Engineer, the City Council has determined, based on professional experience, expertise and reputation, to award a contract for such services to Boswell Engineering, 330 Phillips Avenue, South Hackensack, New Jersey 07606 pursuant to N.J.S.A. 19:44A-20.5 as other than a "Fair and Open" contract as defined therein; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A: 1 1-1 et. seq.) authorizes the award of such professional services contracts without competitive bidding; and

**WHEREAS**, the City Manager has determined the value of this contract for the scope of services as stated above and in the attached proposal, is not to exceed \$70,200;

**WHEREAS**, Boswell Engineering will complete and submit a Business Entity Disclosure Certification and a Political Contribution Disclosure Form certifying that the firm has not made or will make any reportable contributions that would bar the award of this contract under the provisions of N.J.S.A. 19:44A-1 et seq. and City of Englewood Ordinance No. 07-31; and

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available to award this contract and a copy of said certification is on file in the office of the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Englewood, Bergen County, State of New Jersey that a professional services contract is hereby awarded to Boswell Engineering to provide professional services for the environmental site remediation at the Police Pistol Range;

**BE IT FURTHER RESOLVED**, that a copy of the within resolution, together with a copy of the Agreement and that the Business Disclosure Entity Certification and the Determination of Value, be on file in the Office of the City Clerk and be available for public inspection during regular business hours; and

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby authorized to cause a brief notice to be published once in the Record newspaper stating the nature, duration, service, and amount of the contract and that the resolution and contract are on file and available for public inspection in the office of the City Clerk.

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CITY OF ENGLEWOOD

RESOLUTION #XXX-02-21-12

**AUTHORIZATION OF APPLICATION TO ERECT A CANOPY AWNING  
IN THE PUBLIC RIGHT OF WAY**

**WHEREAS**, 45-53 W. Palisade Ave LLC, owners of the property located at 53 West Palisade Avenue and known as Block 610, Lot 17.01 on the Tax Map, has requested permission to place a canopy at 53 W. Palisade Avenue stretching from the entrance door to the curb; and

**WHEREAS**, the proposed canopy encroaches upon the public right of way; and

**WHEREAS**, Ordinance Numbers 87-41 and 91-26 of the City of Englewood prohibit such encroachment without the prior approval of the City Council; and

**WHEREAS**, subject to the terms and conditions hereinafter contained, the Council finds that it would foster the improvement and enhance the appearance of downtown Englewood to grant a revocable license to permit such canopy;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Englewood, Bergen County, New Jersey, that the application of a revocable license is hereby granted to 45-53 W. Palisade Ave LLC to permit a canopy at 53 W. Palisade Avenue stretching from the entrance door to the curb subject to the following conditions:

1. The property owner agrees to hold the City of Englewood harmless for any and all actions arising from the installation of the canopy awning.
2. The applicant shall obtain the approval of the Planning Board of the City of Englewood for the construction of the canopy and any signage proposed therefore.
3. The applicant shall obtain any and all permits and pay any and all permit fees required pursuant to the Uniform Construction Code or other applicable law.
4. The plans for the canopy shall be subject to the approval of the City Manager and Construction Code Official of the City of Englewood pursuant to applicable code.
5. The property owner, 45-53 W. Palisade Ave LLC, shall execute and deliver to the City of Englewood, a hold harmless and indemnity agreement in a form approved by the City Solicitor.
6. The City reserves the right to revoke permission to encroach within the City's right of way at any time if, in its judgment, the public interest so requires. Upon revocation and notice thereof by the City Manager, the applicant shall remove said encroachment within 30 days.
7. Whenever the applicant ceases to own or occupy the premises for which the license is granted, the license shall expire. Upon the revocation or expiration of the license, the canopy encroaching upon the public right of way shall be removed. In the event the applicant or owner fails to remove such canopy after notice thereof is provided, the City may remove such canopy and charge the cost of such removal as a municipal lien against the property in accordance with law.

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**CITY OF ENGLEWOOD**

**RESOLUTION #XXX-02-21-12**

**AWARD OF CONTRACT FOR POOL MANAGEMENT SERVICES**

**WHEREAS**, the City of Englewood requires the services of a qualified person(s) and/or firms to provide Pool Management Services for the Mackay Pool; and

**WHEREAS**, the City issued a Request for Proposals for the Provision of Services – Pool Management Services; and

**WHEREAS**, on the recommendation of the City Manager and the Recreation Director, the City Council has determined, based on professional experience, expertise and reputation, to award a contract for such services to \_\_\_\_\_ with offices located at \_\_\_\_\_, \_\_\_\_\_, New Jersey \_\_\_\_\_, pursuant to N.J.S.A. 19:44A-20.5 as other than a "Fair and Open" contract as defined therein; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A: 1 1-1 et. seq.) authorizes the award of such professional services contracts without competitive bidding; and

**WHEREAS**, the City Manager has determined that the value of this contract will be \$XX, XXX in the 2012 operating season and \$XX, XXX in the 2013 operating season; and

**WHEREAS**, the firm has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure Form certifying that the firm has not made or will make any reportable contributions that would bar the award of this contract under the provisions of N.J.S.A. 19:44A-1 et seq. and City of Englewood Ordinance No. 07-31; and

**WHEREAS**, the Chief Financial Officer has certified that sufficient funds are available to award this contract and a copy of said certification is on file in the office of the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Englewood, Bergen County, State of New Jersey that a professional services contract is hereby awarded to \_\_\_\_\_ to provide Pool Management Services for the 2012 and 2013 operating seasons, and the City Manager and City Clerk are hereby authorized to execute and attest to an agreement between the City of Englewood and \_\_\_\_\_;

**BE IT FURTHER RESOLVED**, that a copy of the within resolution, together with a copy of the Agreement and that the Business Entity Disclosure Certification and the Determination of Value, be on file in the Office of the City Clerk and be available for public inspection during regular business hours; and

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby authorized to cause a brief notice to be published once in The Record newspaper stating the nature, duration, service, and amount of the contract and that the resolution and contract are on file and available for public inspection in the office of the City Clerk.

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**CITY OF ENGLEWOOD**

**ORDINANCE #12-XX**

**AN ORDINANCE AMENDING ORDINANCE NO. 09-23 ESTABLISHING  
A GREEN TEAM PURSUANT TO SUSTAINABLE NEW JERSEY**

**WHEREAS**, the Governing Body of the City of Englewood, in 2009 established a Green Team in accordance with Sustainable New Jersey pursuant to Ordinance No. 09-23; and

**WHEREAS**, the Governing Body of the City of Englewood wishes to amend said Ordinance re-establishing the Green Team under the auspices of the Environmental Commission and abolishing the Green Team as currently constituted.

**NOW, THEREFORE, BE IT ORDAINED** by the Governing Body of the City of Englewood that the Green Team previously established by the City Council is hereby abolished and the Green Team pursuant to Sustainable New Jersey be hereby established under the auspices of the City of Englewood Environmental Commission and that the Englewood Environmental Commission take all necessary to establish a Green Team subcommittee; and

**BE IT FURTHER ORDAINED** that the mission, goals and objectives for the Englewood Environmental Green Team subcommittee are established as follows:

1. To facilitate the successful completion of the requirements for certification of Sustainable New Jersey.
2. To educate and encourage all City employees, residents and businesses to participate in green initiatives.
3. To collaborate with public and private green committees to ensure the replication of best practices and to ensure a coordinated effort in the City of Englewood and its neighboring communities.

This Ordinance shall take effect immediately upon final passage and publication as required by law.