

**BOROUGH OF HILLSDALE
RESOLUTION 15108**

**TO PROVIDE 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 Borough Council of the Borough of Hillsdale 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 Borough Council of the Borough of Hillsdale to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12(b) and designated below:

- (1) Matters required by law to be confidential.
- (2) Matters where the release of information would impair the right to receive funds.
- (3) Matters involving individual privacy.
- (4) Matters relating to collective bargaining agreements-*negotiations*
- (5) Matters relating to the purchase, lease or acquisition of real property or the investment of public funds.
- (6) Matters relating to public safety and property.
- (7) Matters relating to litigation, negotiations and the attorney-client privilege: *personnel/cfo/building/health/office clerk/deputy borough clerk/dpw/tax collector/outstanding grievances/litigation sober/waste management*
- (8) Matters relating to the employment relationship
- (9) Matters relating to the potential imposition of a penalty.

NOW, THEREFORE BE IT RESOLVED, by the Council of the Borough of Hillsdale assembled in public session this date that an Executive Session closed to the public be and the same is hereby authorized for discussion of matters relating to the specified items designated above. It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Borough Council that the public interest will no longer be served by such confidentiality.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: May 5, 2015

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

BOROUGH OF HILLSDALE
RESOLUTION 15109

RESOLUTION AUTHORIZING THE APPOINTMENT OF MICHAEL KAUFMANN AS CHIEF FINANCIAL OFFICER FOR THE BOROUGH OF HILLSDALE AND AUTHORIZING THE MAYOR AND BOROUGH CLERK TO EXECUTE ON BEHALF OF THE BOROUGH OF HILLSDALE WITH MICHAEL KAUFMANN TO SERVE AS CHIEF FINANCIAL OFFICER

WHEREAS, the Borough wishes to retain the services of Michael Kaufmann to serve as Chief Financial Officer for the Borough of Hillsdale; and,

WHEREAS, Michael Kaufmann wishes to serve in the position of Chief Financial Officer and to enter into an Employment Agreement to perform such duties with the Borough;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Hillsdale, County of Bergen, State of New Jersey that Michael Kaufmann is hereby appointed Chief Financial Officer for the Borough of Hillsdale for the period of May 11, 2015 to May 10, 2019 and until a successor is qualified and appointed.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Borough Council of the Borough of Hillsdale, County of Bergen, State of New Jersey that the Borough wishes to enter into an Employment Agreement with Michael Kaufmann to serve as Chief Financial Officer and to authorize the Mayor and Borough Clerk to execute said Agreement on behalf of the Borough.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: May 5, 2015

Attest:

Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

Proclamation

Municipal Clerks Week

May 3, 2015 through May 9, 2015

Whereas, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Now, Therefore, I, Max Arnowitz, Mayor of the Borough of Hillsdale, do recognize the week of May 3rd through May 9th, 2015, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Susan Witkowski, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 5th day of May, 2015

Max Arnowitz, Mayor

Attest: _____
Susan Witkowski, Borough Clerk

**BOROUGH OF HILLSDALE
RESOLUTION 15110**

**AWARDING A CONTRACT FOR
GRASS CUTTING ON BOROUGH OWNED PROPERTY**

WHEREAS, the Mayor and Council of the Borough of Hillsdale is desirous of hiring a vendor to cut grass on Borough owned property; and

WHEREAS, the Mayor and Council of the Borough of Hillsdale advertised bids for the grass cutting contract; and

WHEREAS, one bid was received by the Borough Clerk on April 30, 2015, and

WHEREAS, the sole bidder was Pat Scanlan Landscaping, Inc.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Borough of Hillsdale hereby award the contract for the Grass Cutting on Borough Owned Property to Pat Scanlan Landscaping, Inc. for a 2-year contract for a term expiring December 31, 2016.

BE IT FURTHER RESOLVED, that a copy of this resolution be provided to Pat Scanlan Landscaping, Inc.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: May 5, 2015

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor

AGREEMENT BETWEEN BOROUGH OF HILLSDALE
AND
PAT SCANLAN LANDSCAPING, INC.

CONTRACT #2015-102
GRASS CUTTING ON BOROUGH OWNED PROPERTY

THIS AGREEMENT made on the 5th day of May, 2015, between PAT SCANLAN LANDSCAPING, INC. P.O. BOX 1136, NEW CITY, NEW YORK, 10956 and the BOROUGH OF HILLSDALE, IN THE COUNTY OF BERGEN, a body corporate of the State of New Jersey.

WITNESSETH, that the Contractor and the Borough, for and in consideration of the Total Contract Sum not to Exceed \$102,970.00; and further consideration of the mutual covenants, terms and conditions herein set forth, agree as follows:

ARTICLE 1. SCOPE OF THE WORK.

The Contractor shall well and sufficiently perform in a good, substantial and workmanlike manner, all of the work required by the Specifications hereto annexed and hereby, by this reference thereto, incorporated herein, all in accordance and conformity with Bid Specifications and Bid Award Resolution.

ARTICLE 2. CONTRACT SUM AND PAYMENTS.

The Borough shall pay the Contractor based upon the bill submitted for performance of the work. Said sum shall be paid subject, however, to the condition precedent that the Contractor shall have complied fully and completely with the requirements of said Specifications.

ARTICLE 3. CONTRACT DOCUMENTS.

This Contract shall consist of the Contract Documents as defined in the aforesaid Specifications. All of the Contract documents shall be deemed to be part of this Agreement as fully and effectively as if annexed hereto or repeated herein at length.

ARTICLE 4. COMPLIANCE WITH LAWS.

The Contractor covenants at all times to comply with the requirements of the laws of the State of New Jersey and of the United States of America relative to public contracts. Failure to comply therewith shall render this Agreement voidable at the instance of the Borough.

Witness

By: _____
President

Date: _____

BOROUGH OF HILLSDALE
COUNTY OF BERGEN, NEW JERSEY

By: _____
Max Arnowitz, Mayor

ATTEST:

Susan Witkowski
Municipal Clerk

Date: _____

BOROUGH OF HILLSDALE
CONTRACT # 2015-102 - GRASS CUTTING ON BOROUGH OWNED PROPERTY
TECHNICAL SPECIFICATIONS

I. Introduction

It is the intention of these specification from the Borough of Hillsdale to solicit a Landscaper to perform general landscaping services including grass cutting on to Borough for maintenance on borough owned land.

II. Scope Of Work

GRASS CUTTING (GENERAL AREAS) SPECIFICATIONS

- 1 This contract is for the clean-up, mowing, and general maintenance of areas specified in these specifications under "areas to be mowed." The contract includes spring and fall clean-up.
- 2 Mowing of all areas shall begin no later than April 1 and terminate no sooner than December 1, regardless of grass height.
- 3 Areas are to be basket cut, except where noted, as frequently as necessary to maintain an approximate 2 inch height, but no less than once per seven (7) days, with not more than one-third of the blade cut off. Failure to cut frequently enough will result in a deduction of 25% of monthly payment. Subsequent failure will result in further fines and possible revocation of Performance Bond. Specific locations below have varying frequency requirements for grass cutting.
- 4 All non-grass areas are to be blown-off and picked up by the Contractor after each cutting with stringent requirements for sidewalks downtown and near Borough Hall.
- 5 All areas are to be edged at each visit using mechanical edgers. This is to include all shrub beds, trees, planted areas, curbs, sidewalks, and any other area that requires edging.
- 6 Grass around obstructions such as trees, fences, benches, signs, etc., is to be trimmed at each visit.
- 7 All shrub beds, tree saucers, mulched areas, parking lots, curbs, sidewalks, fence lines, baseball and softball warning tracks, baseball infields, softball infields, and other non-grass areas as part of this bid, to be kept free from weeds. Service to be provided with each visit to each location.
- 8 All debris (papers, glass, rocks, branches, etc.) must be picked up before each cutting. Contractor will be required to clean area of papers and or other debris cut in mowing process the same day. The contractor is responsible for inspecting all lawn areas prior to cutting to assure himself/herself that obstructions or damaged objects are removed. Contractor will be penalized \$200.00 per occurrence for not removing debris prior to cutting the lawn.
- 9 Mower blades must be kept sharp to ensure proper cutting. Contractor will be penalized \$200.00 per cutting per location for improper cutting arising from failure to use sharp blades. Alternate cutting heights may be as directed by the Public Works Superintendent and will be

based on weather conditions and facility use. It may be necessary to cut more frequently than weekly during rainy times.

- 10 Equipment may not be fueled or repaired on grass areas.
- 11 Contractor may use riding mowers only with the prior written approval of the Borough.
- 12 Should any mowing areas under this contract be unsuitable for mowing, the Contractor shall immediately contact the Superintendent of Public Works prior to the beginning of mowing or spring cleanup.
- 13 The Borough reserves the right to prohibit use of specific Contractor equipment if, in the opinion of the Borough, such equipment could cause damage to Borough facilities.
- 14 All perennials to be cut back after they have completed flowering. All perennials and ornamental grasses to be cut down and removed with the fall Clean-up.
- 15 All grass cuttings, leaves and other organic materials from this contract may be disposed of at the Hillsdale Department of Public Works yard at locations or in containers specified by the Superintendent of the Public Works between 7:00 a.m. and 2:45 p.m. Monday through Friday. Such disposal shall occur no later than the day after cutting.
- 16 Spring and Fall Clean Up shall be undertaken in all areas. Facilities shall be cleaned at or prior to the first mowing of grass. The following work is to be performed:

Spring Clean Up:

Collect all leaves, debris, litter; tree branches and other materials by raking or vacuum methods. Vegetative debris from this contract may be brought to the Department of Public Works yard for disposal. All fence lines must be cleaned prior to the first cutting.

***BOROUGH FACILITIES LISTED MUST BE COMPLETED PRIOR TO MEMORIAL DAY PARADE:
Borough Hall, Fire House, Veterans Park, and Railroad Station.***

Municipal Building, Library, Borough parking and all related areas:

Prior to April 15th

- 1 Clean out shrub beds and aerate soil.
- 2 Edge and trench all shrub beds, trees, planted areas, curbs, sidewalks, and any other area that requires edging.
- 3 Organically fertilize all shrubs, trees and ground cover with slow release 10-10-10 formula.
- 4 Mulch (no wood chips) all beds and bases of trees.
- 5 Apply pre-emergent herbicide weed control to surface of all beds.

Prior to May 1st

Provide insect and disease control sprayed on shrubs and flowering trees.

Prior to July 4th

Shear all shrubs and small trees less than fifteen (15) feet tall to natural form from all shrub beds, sidewalks/parking areas, and all other areas, remove all clippings.

After September 1st

Re-shear all shrubs and small trees less than fifteen (15) feet tall to natural form from all shrub beds, sidewalks/parking areas, and all other areas, remove all clippings.

After October 1st

Organically root feed all shrubs and trees. Provide Greenshield winterize sprayed on all shrubs.

After approximately October 15th

Leaf clean up all grass, planted beds, all parking areas and all areas covered under this contract.

Fall Clean Up:

Collect all leaves, debris, litter, tree branches and other materials by raking or vacuum methods. To begin after approximately October 15th. Vegetative debris may be brought to the Department of Public Works yard for disposal. To be completed not less than once every fourteen (14) days, until all of the leaves are removed. All perennials and ornamental grasses shall be cut back and removed. All bed areas to be cleaned up. The final visit is to be performed before the second week in December. The lawn shall be cut after each fall clean up visit. This shall be done at completion of contract prior to final payment.

BOROUGH FACILITIES LISTED MUST BE COMPLETED PRIOR TO ANNUAL TREE LIGHTING CEREMONY, DATE TBD: Veterans Park and Railroad Station

Payment:

Equal payments shall be made on a monthly basis, beginning in May through December.

Areas to be cut:

- 1 Triangle Park -At the intersection of Westdale, Homestead and Midland Avenues.
- 2 Borough Hall 380 Hillsdale Avenue - Borough hall building, around the rear parking area and along the sidewalks on Central and Park Avenue. All areas of the property.
- 3 Firehouse 383 Hillsdale Avenue and Ambulance Buildings 340 Washington Avenue, and East Borough Parking lot - Along the south side of Hillsdale Avenue from Broadway to the east side of the Firehouse entrance drive, along the north side of Washington Avenue from Broadway to the east side of the Ambulance entrance drive. Along the north side of Hillsdale Avenue from Broadway to Borough Hall.
- 4 West Borough Parking Lot - Areas along the south side of Hillsdale Avenue from fence line adjoining Friendly's to the western side of Wendy's, along Washington Avenue between the same limits and between the parking lot and Wendy's.

- 5 Triangle Park - The island area at Hillsdale Avenue and Broadway in front of the train station. Also areas south of the train station and areas along the west side of Broadway from the station to the Westwood border.
- 6 Patterson Street & Glendale Avenue -The area along the sidewalk between the southern driveway of the Post Office extending to Sycamore Avenue. Also from Washington Avenue to Lafayette Avenue.
- 7 Sycamore Avenue Park - Located at the northeast corner of Glendale Avenue.
- 8 Lafayette Avenue - Area along east sidewalk between Glendale Avenue and Beechwood Drive including intersection area of Riverside Drive.
- 9 Maple Avenue Park - Located midblock on the south side of the street between Oak Street and Beech Street.
- 10 Forest Drive Parks (2) - Located at Forest Drive and Briarcliff Road and across from 94 Forest Drive. Approximately 90,000 sq. ft.
- 11 Raymond Street - Northern end between Raymond Street and St. Nicholas Avenue.
- 12 Hillsdale Avenue - Sidewalk and area beyond guardrail ten (10) feet, between Bedford Road and Wierimus Avenue. The area at the southeast corner of Hillsdale Avenue and Wierimus Road between curb line, the Garden State Parkway overpass, and private properties and the northwest corner of Wierimus and Melville Roads and Hillsdale Avenue up to driveways.
- 13 Borough DPW Garage 371 Washington Avenue - Area in front of building. Between fence lines from Washington Avenue south to DPW yard. *Do not enter upon the tracks or work within 10' of track rails at any time.*
- 14 Veterans and Railroad Station Parks - Between Hillsdale Avenue, Park Avenue, Winkler Way and Broadway, the area in front of station including triangle at intersection of West Railroad and Park Avenues. Includes bed maintenance for the parking areas immediately west of the railroad tracks between Park Avenue and the Public Works Garage. Broadway from the train station to the Westwood border from the curb to rail road, right-of-way, the west side of Broadway.
- 15 Borough Property - Two triangles at the intersection of Liberty Avenue and Kinderkamack Road and the triangle at William Street and Kinderkamack Road. Two islands on Magnolia Avenue at Piermont Avenue intersection.
- 16 Public Library 509 Hillsdale Avenue - All areas. Located at the intersection of Hillsdale Avenue and Yesler Way.
- 17 Borough Property - On the south side of Hillsdale Avenue between the bridge near the Library to 455 Hillsdale Avenue.
- 18 Tot Park - Small park at Ralph Avenue and Evergreen Street.
- 19 McSpirit Park - On Glendale Drive next to the Sycamore Park including the area between the Mini Park at Glendale and Sycamore.

- 20 Hillsdale Avenue – West of Taylor Street and East of Beech Street two pieces of Borough property approximately 100' each along the sidewalk to about 20 feet into the vacant property.

Areas to be maintained not less than once every three (3) weeks or sooner if required to keep in manageable.

- 1 Weirmus Road from Royal Park Terrace to Melville Road – West side of Weirmus Road 10' behind the curb.
- 2 Overlook Drive and Weirmus Road – From 300 Weirmus Road on the east side of the road heading north going across Weirmus Road to the Woodcliff Lake border. The property up to and behind the guardrail taking in the triangle of property approximately 35' deep for site visibility.
- 3 Weirmus Road – Across from 135 Weirmus Road, Borough Drainage easement approximately one hundred (100) feet by ten (10) foot area.
- 4 27 Beechwood Drive – Vacant land
- 5 27 Glendale Drive – Vacant land
- 6 66 and 68 Hazelwood Drive – Vacant land
- 7 46 Glendale Drive – Vacant land
- 8 25 Glendale Drive – Vacant land
- 9 Fairview Ave Bridge – around the “Welcome to Hillsdale” sign. This is just north of the bridge at the Westwood border.
- 10 Triangle piece of property located at Carlyle Place and Demarest Avenue in front of and behind the guard rail.
- 11 Triangle piece of property located at Kinderkamack Road and Arthur Street, “Welcome to Hillsdale” sign.
- 12 Service road around Centennial Field – from the gate to gate, the width of the road.
- 13 Both sides of the fence at Centennial Field with a 10' setback to keep it managed and away from and off the fence. These areas should be cut every three weeks or sooner as to not cut more than 6" of grass at all locations.
- 14 Piermont Ave – on the south side of the street from Everdell Avenue to the first driveway heading east.
- 15 Walkway and Stairs – from the end of Royal Park Terrace to Weirmus Road. Area to be blown off, kept free of weeds and trimmed back to the edges of the walkway and steps.
- 16 Sapienza Gardens – Grass area at the end of Nicholas Avenue across the bridge area approximately is 60,000 sq. ft. where flowers and trees have been planted.
- 17 Corner of Riverside Drive and Beechwood Drive – Vacant lot is triangular in dimension.

18 17 and 27 Riverside Drive – Vacant lots at the end of the street.

Athletic Field Specifications:

- 1 Grass is to be cut as frequently as necessary to maintain 3 to 3½ inch height, which is estimated to be twice per week. Cut in different patterns each cutting.
- 2 Do not use riding mower if there is frost or grass is wet, otherwise pick up all clumps from tires and blades. Grass does not have to be caught if properly discarded. Prior approval must be gained from the Public Works Superintendent before grass catcher may be used.
- 3 Grass must be kept out of flower beds.
- 4 Cutting at George White and Ann Blanche Smith Schools must be scheduled around school and recreational use.

Areas under Athletic Field specifications

- a. Piermont Field – Stonybrook Lacrosse-Soccer Field across from Meadowbrook School. Piermont Avenue to the brook dividing the swim club. From Cedar Lane to 87 Piermont Avenue
- b. Beechwood Park – Areas along Hillsdale Avenue to Liberty Avenue between the street and the play and picnic areas. All grass areas from Everdell Avenue to the west of back stop on ball field including median between sidewalk and curb on Hillsdale Avenue to Holdrum Street. 20 feet from the curb line on Holdrum Street from Hillsdale Avenue to Liberty Avenue. 20 feet from the curb line Liberty Avenue from Holdrum Street to Everdell Avenue including the access road along Liberty Avenue.
- c. Memorial Field and Memorial Park – all areas from Washington Avenue to Hillsdale Avenue and Hopper Street.
- d. George White School – all grass areas from Hillsdale Avenue to playground on west side of Magnolia Avenue.
- e. Ann Blanche Smith School – upper and lower ball field areas from Bedford Road to brook.
- f. Centennial Field – all grass areas inside and outside fenced areas.

Cutting Area Dimensions

- 1 Beechwood Park – approximately 150,000 square feet.
- 2 Memorial Park – approximately 150,000 square feet.
- 3 George White School – approximately 120,000 square feet.
- 4 Ann Blanche Smith School – approximately 200,000 square feet.
- 5 Hillsdale Centennial Field – approximately 6¾ acres.
- 6 Stonybrook Field – approximately 72,500 square feet.

Weeding, weed control and applications of selective herbicide

- 1 All shrub beds, mulched areas, parking lots, curbs, sidewalks, fence lines, baseball and softball warning tracks, baseball, softball infields, and other areas as part of this bid, to be kept free of weeds. Service to be provided with each visit to each location.
- 2 It can be accomplished via mechanical means and or selective herbicide.
- 3 Contractors staff to be properly licensed to apply pesticides in the State of New Jersey and be in compliance with all rules and regulations.
- 4 Sidewalks from Central Avenue and Hillsdale Avenue around the Borough Hall going west to #432 Hillsdale Avenue (Hillsdale Jeweler's). Broadway from Washington Avenue, to Cross Street on the east side. This is to be done on both sides of the above streets including the sidewalks adjacent to Veterans Park and including the property between Hillsdale Avenue by the Fire House and Ambulance building.

**STONYBROOK SWIM CLUB - 183 CEDAR LANE
LANDSCAPING AND GRASS CUTTING SPECIFICATIONS**

- 1 This contract is for the spring clean-up, weekly grass cutting mowing and general maintenance and fall cleanup of areas specified in these specifications.
- 2 Mowing shall begin no later than the 1st week of April and terminate no sooner than November 1. Fall cleanup shall start October 15th and continue until all leaves are removed. Fall clean up to be completed by the second week in December. Leaves can be brought to the Department of Public Works (open 7am-2:45pm) Monday-Friday.
- 3 Areas are to be basket cut as frequently as necessary to maintain an approximate two (2) inch height, with a minimum cutting of once per seven (7) days. Failure to cut frequently enough will result in a deduction of one-quarter (25%) of monthly payment. Subsequent failure will result in further penalties of \$200 per incident.
- 4 All non-grass areas are to be blown off and picked up after cutting outside the fence line, with more stringent requirements for all pool deck areas.
- 5 All areas are to be edged each visit using mechanical edgers. This is to include all shrub beds, trees, planted areas, curbs, sidewalks, and any other area that requires edging.
- 6 Grass around obstructions such as trees, fences, benches, signs, etc. shall be trimmed each visit.
- 7 All debris and litter (papers, glass, rocks, branches, etc.) MUST BE PICKED UP BEFORE CUTTING. Prior to cutting, Contractor will be required to clean area of papers cut in mowing process the same day. The contractor is responsible for inspecting a lawn area prior to cutting to assure himself/herself that obstructions or damaged objects are removed. Contractor will be penalized \$200 per occurrence for not removing debris prior to cutting the lawn.
- 8 Mower blades must be kept sharp to ensure proper cutting. Contractor will be penalized \$200 per cutting per location for improper cutting arising from failure to use sharp blades. Alternate cutting

height may be as directed by the Pool Director and will be based on weather conditions and facility use. It may be necessary to cut more frequently than weekly during rainy periods.

- 9 Equipment may not be fueled or repaired on grass areas or on pool decks.
- 10 Contractor may use a riding mower only with prior written approval of the Pool Director.
- 11 Should any mowing areas under this contract be unsuitable for mowing, the Contractor shall immediately contact the Pool Director prior to the beginning of mowing or spring cleanup.
- 12 The Stonybrook Swim Pool Commission reserves the right to prohibit use of specific contractor equipment if in the opinion of the Borough, such equipment could cause damage to the facility.
- 13 All grass cutting, leaves and other organic materials from this contract may be disposed of at the Department of Public Works yard at specified locations or in containers specified by the Superintendent of DPW between 7:00 a.m. 2:45 p.m. Monday to Friday. Such disposal shall occur no later than the day after cutting.
- 14 Facilities shall be cleaned prior to the first mowing of grass.

SPRING CLEAN UP:

- 1 Collect all leaves, debris, litter; tree branches and other materials by raking or vacuum methods. Vegetative debris from this contract may be brought to the Department of Public Works.
- 2 Clean out shrub beds and aerate soil.
- 3 Edge and trench all shrubs, trees, playground area and planted areas. This is to include all shrub beds, trees, planted areas, curbs, sidewalks, and any other area that requires edging.
- 4 Mulch (no wood chips) all beds and bases of trees inside and outside fenced in area. Mulch the playground and other areas that have been previously mulched.
- 5 Apply pre-emergent herbicide weed control to all surface beds prior to May 1st.
- 6 Shear shrubs to natural form and from sidewalks/parking areas, remove all clippings. Re-mulch (no wood chips) all beds to provide a fresh appearance.
- 7 Remove all debris, weeds and mushrooms from playground.

GENERAL MAINTENANCE:

- 1 Cut back all tree saplings in areas to be mowed and treat with a tree killer. Saplings must be cut at ground level.
- 2 Mulch all planting beds and tree wells in the pool complex, parking area islands and along entrance walks. Mulch other areas that have been previously mulched. Mulch (to be approved by Director) to be used inside fenced area.
- 3 Treat all planting beds with "Preen" or a weak growth retardant preventative herbicide approved by the Superintendent of Public Works.

- 4 Remove weeds for planting beds as defined above and the gravel foundation drain running along the south side of the Administration Building.
- 5 Parking lots and all hard surfaces, including concrete and pavers, are to be blown after each cutting.
- 6 Picnic tables are not to be dragged use of a weed whacker is ok and same for umbrellas.
- 7 All shrubs inside and outside fenced in area must be shaped and trimmed before June 15th.
- 8 Areas with perennials that need to be thinned out and moved shall be done prior to June 5th. See the Director.
- 9 Re-trim all shrubs after September 1st.
- 10 All shrub beds, tree saucers, mulched areas, parking lots, curbs, sidewalks, fence lines, and other non-grass areas as part of this bid, to be kept free from weeds. Service to be provided with each visit to each location.

MOWING:

The Stonybrook Swim Club, approximately three acres, is a recreation area in use during the spring and summer months by the general public. All work is to be completed on Friday of each week between 6:00 a.m. and finished by 10:00 a.m. Interior pool areas are to be completed first, progressing to the outside and perimeter areas last. Basket collection is required for all areas. The Contractor shall be prepared to rearrange his/her schedule of operations to minimize disruption to the activities occurring at the Club. If necessary, the Contractor shall contact the Pool Manager on a weekly basis to be informed of any activities that may require a change in schedule of mowing. All grass is to be cut weekly to maintain a 2" height.

Specifically as follows:

- 1 Playground area, picnic and field areas north of brook.
- 2 Interior areas around the pools within the chain link fencing.
- 3 Areas and slopes along the south side of the entrance drive to the west limit of the property, excluding the top of the embankment.
- 4 The area between the brook and the pool fence line and between the fence line and all parking areas. The area between the east parking lot and Cedar Lane and along the south side of Piermont Avenue.
- 5 The deck areas to be swept of clippings; the deck areas may not be blown clean. Clumps of grass are to be picked up, not dispersed. All grass within the fence must be bagged. At no time shall grass clippings enter the pools. A \$100 penalty per incident shall apply. Any clumps of grass must be removed manually. Failure to remove clippings will result in \$100 penalty per occurrence.
- 6 All fence lines and gravel trenches south of the Administration Building shall be treated with "Round Up" (or equivalent) every two weeks, starting with the first cutting of the season.
- 7 All areas are to be edged each visit this is to include all shrub beds, trees, planted areas, curbs, sidewalks, and any other area that requires edging.

- 8 Areas south of the entrance drive and along the east side of the east parking area shall be grubbed of all saplings up to 1" diameter prior to first cutting.
- 9 Entrances throughout facility shall to be cleaned of clippings after each mowing.
- 10 Remove all weeds from planting beds and tree wells previously treated weekly, May through September 1st.
- 11 Trim burning bush (exterior fence line) before June 15th and after September 1st. Ensure that the signs are visible.
- 12 Thin out perennials in front of main building and transplant as per directed by the Director.
- 13 Trim south side entrance (hill with apple trees) with string trimmer and mower.
- 14 Trim hill area on south side of the property, left side of entrance once a month with string trimmer.

WEEDING:

- 1 All shrub beds, mulched areas, parking lots, curbs, sidewalks, fence lines, baseball and softball warning tracks, baseball, softball infields, and other areas as part of this bid, to be kept free of weeds. Service to be provided with each visit to each location.
- 2 It can be accomplished via mechanical means and or selective herbicide.
- 3 Contractors staff to be properly licensed to apply pesticides in the State of New Jersey and be in compliance with all rules and regulations.
- 4 Sidewalks from Central Avenue and Hillsdale Avenue around the Borough Hall going west to #432 Hillsdale Avenue Hillsdale Jeweler's. Broadway from Washington Avenue to Cross Street on the east side. This is to be done on both sides of the above streets including the sidewalks adjacent to Veterans Park and including the property between Hillsdale Avenue by the Fire House and Ambulance building.

FALL CLEAN-UP:

- 1 All perennials and ornamental grasses shall be cut back and all beds cleaned up.
- 2 Lawn area must be blown and cleaned of all leaves and debris once every 14 days.
- 3 Mid October lawn must be ready for aerating and seeding.
- 4 All leaves shall be blowout of fenced area into parking lot (location to be shown to landscaper)
- 5 Parking lot cleaned of all leaves and debris
- 6 Leaves will be picked up by DPW at designated area no later than December 15th.
- 7 Fall clean ups and final mowing must be complete not later than the second week in December.

MISCELLANEOUS LANDSCAPE WORK – IF AND WHERE DIRECTED (HOURLY, RATE):

- 1 Relocate shrubs (hand excavation)
- 2 Trim additional landscaping
- 3 Re-mulch additional areas

PLEASE NOTE DATES MAY CHANGE DUE TO INCLEMENT WEATHER

MULCHING:

Mulch quantities are only estimates. Actual amount used may vary. All mulch must be approved by the Director. No demo or non-organic material allowed in mulch.

All beds, tree wells = 60 yards

Playground = 20 yards

III. Contract Terms

The Contract shall be for two years (2015 and 2016) from the award of contract.

IV. Safeguards during Survey

The Contractor shall be responsible for the safety of all individuals and those performing work under this Contract and for any damages to the Owner's property that may occur as the result of negligent acts by him or his workers, and shall indemnify and Hold Harmless the Owner and the Borough of Hillsdale through insurance as stipulated in this document.

V. Scheduling Work

Contractor shall commence work within seven (7) working days from the award of contract. Working hours shall be between 7:30 a.m. and 6:00 p.m. or as otherwise specified in these specifications. Working not pursuant to these specifications shall not be permitted except upon authorization by the Borough. No work other than maintenance work shall be performed on Sundays or legal holidays except in the case of emergency and then only to the extent necessary and with the approval of Borough.

VI. Payment

Invoices shall be sent directly to the Borough Administrator/Municipal Clerk for prompt payment. Invoices shall be mailed to:

Borough Administrator/Municipal Clerk
Borough of Hillsdale, 380 Hillsdale Avenue, Hillsdale, New Jersey 07642-2794

VII. Submittals

All submissions must be received by 11:00 A.M. prevailing time, THURSDAY, APRIL 30, 2015 and delivered to:

Borough Administrator/Municipal Clerk
Borough of Hillsdale
380 Hillsdale Avenue
Hillsdale, New Jersey 07642-2794

If the submission is late the proposal will be rejected. There will be no exceptions. Responders submitting proposals shall be responsible for all cost of preparing such proposals.

Responders to this solicitation shall closely examine the specific requirements noted herein and shall be submitted with one (1) complete ORIGINAL proposal, clearly marked as the "ORIGINAL" proposal, two (2) full, complete, and exact COPIES of the original proposal package.

To ensure acceptance of the proposal, the Contract number (CONTRACT 2015-102) should be clearly shown on the front of the return envelope. Facsimile transmittals or offers communicated by telephone will NOT be accepted or considered.

I. Method of Award

This contract shall be awarded to the lowest responsive and responsible bidder based on the type of wall material deemed appropriate by the Borough after the bid opening. It shall be the sole responsibility of the Borough to determine which wall material option to exercise.

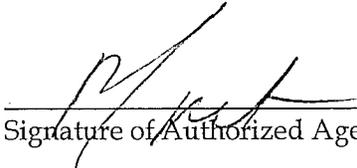
END OF TECHNICAL SPECIFICATIONS

**BOROUGH OF HILLSDALE
 CONTRACT # 2015-102 - GRASS CUTTING ON BOROUGH OWNED PROPERTY
 SCHEDULE OF VALUES**

Contractor Name: PAT SCANLAN LANDSCAPING, INC.

Print Name: PAT SCANLAN Title: PRESIDENT

<u>ITEM NO.</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXTENDED AMOUNT</u>
GRASS CUTTING (GENERAL AREAS)					
1	L.S.	PART 1 COMPLETE 2015	1	\$ 42,185	\$ 42,185
2	L.S.	PART 1 COMPLETE 2016	1	\$ 42,185	\$ 42,185
STONYBROOK SWIM CLUB UTILITY					
3	L.S.	WEEKLY CUTTING 2015	1	\$ 3850	\$ 3850
4	L.S.	BED MAINTENANCE 2015	1	\$ 1500	\$ 1500
5	L.S.	MULCHING 2015	1	\$ 2500	\$ 2500
6	L.S.	SPRING/FALL CLEANUP 2015	1	\$ 1000	\$ 1000
7	L.S.	WEEKLY CUTTING 2016	1	\$ 3850	\$ 3850
8	L.S.	BED MAINTENANCE 2016	1	\$ 1500	\$ 1500
9	L.S.	MULCHING 2016	1	\$ 2500	\$ 2500
10	L.S.	SPRING/FALL CLEANUP 2016	1	\$ 1000	\$ 1000
11	MAN HOUR	MISCELLANEOUS LANDSCAPE WORK IF AND WHERE DIRECTED)	20	\$ 45	\$ 900
GRAND TOTAL					\$ 102,970



 Signature of Authorized Agent

APRIL 21, 2015

 Date

BOROUGH OF HILLSDALE
CONTRACT # 2015-102 - GRASS CUTTING ON BOROUGH OWNED PROPERTY
PROPOSAL FORM

Contractor Name: PAT SCANLAN LANDSCAPING, INC
Address of Firm: P.O. BOX 1136
NEW CITY NY 10956
Phone Number: 845-634-0508 Fax Number: 845-634-0588
Print Name: PAT SCANLAN Title: PRESIDENT

The undersigned declares that he/she has read the Notice, Instructions, Affidavits and Scope of Services attached, that he/she has determined the conditions affecting the proposal and agrees, if this proposal is accepted, to furnish and deliver the services per Schedule of Values for this contract.

Total Bid in Dollars (Sum of Lines 1-11): \$ 102,970⁰⁰

Total Bid in Words: ONE HUNDRED AND TWO THOUSAND NINE HUNDRED AND SEVENTY DOLLARS


Signature of Authorized Agent

APRIL 21, 2015
Date

Proposals shall be submitted with one (1) complete ORIGINAL proposal, clearly marked as the "ORIGINAL" proposal, two (2) full, complete, and exact COPIES of the original proposal package.

(Corporate Seal)

**BOROUGH OF HILLSDALE
RESOLUTION 15111**

**TO PROVIDE 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 Borough Council of the Borough of Hillsdale 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 Borough Council of the Borough of Hillsdale to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12(b) and designated below:

- (1) Matters required by law to be confidential.
- (2) Matters where the release of information would impair the right to receive funds.
- (3) Matters involving individual privacy.
- (4) Matters relating to collective bargaining agreements-*negotiations*
- (5) Matters relating to the purchase, lease or acquisition of real property or the investment of public funds.
- (6) Matters relating to public safety and property.
- (7) Matters relating to litigation, negotiations and the attorney
- (8) Matters relating to the employment relationship
- (9) Matters relating to the potential imposition of a penalty.

NOW, THEREFORE BE IT RESOLVED, by the Council of the Borough of Hillsdale assembled in public session this date that an Executive Session closed to the public be and the same is hereby authorized for discussion of matters relating to the specified items designated above. It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Borough Council that the public interest will no longer be served by such confidentiality.

Council member	Motion	Second	Yes	No	Absent	Abstain	Recuse
DeGise, Jason							
DeRosa, Anthony							
Looes, Chrisoula							
Meyerson, Lawrence							
Pizzella, Frank							
Ruocco, John							
Arnowitz, Max							

Adopted: May 5, 2015

Attest: _____
Susan Witkowski
Municipal Clerk

Max Arnowitz
Mayor