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# Memorandum

**To:** MEMBERS OF THE CITY COUNCIL

**From:** Kathleen M. Long - Business Administrator. [KML/ac](#)

**Date:** December 10, 2024

**Re:** **RESPONSE - COUNCIL/PUBLIC REQUESTS**

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This memo summarizes the responses to various requests made during recent Workshop of **11/14/2024** and Regular Council Meeting of **12/3/2024** as well as those raised by Constituents. All requests have been addressed to the appropriate Department Directors and acknowledged by the Administration.

The following outlines the key actions and relevant information pertaining to each issue discussed:

## 1. In reference to the Payment of Bills

### Councilman Jackson

- **Request:** Requested that the Bills List be separated from payroll.
- **Response:**  
The Finance Committee members have discussed the concern regarding the separation of the Bills List from the payroll and have agreed that the Bills List will remain as one, without being separated from the payroll.

**2. In Reference to: Resolution Authorizing Award of Contract to Smith-Sondy Asphalt Construction Co., Inc. for the ARP 2 Road Resurfacing Program, Bid No. 25.05, for the Engineering Division of the Department of Public Works.**

**Councilwoman Mimms:**

- **Request:** Requested that a First Reading Ordinance for the resurfacing of Governor Street (lower end), North Main Street, and West Railway Avenue be placed on a Special Meeting Agenda for expedited services
  - **Response:**  
As we have noted publicly, there are multiple streets, including the lower end of Governor Street and others that require concrete, not asphalt, resurfacing, and thus could not be included in other projects. These streets are being grouped into one project, and this project scope is the next one being designed by our Assistant Municipal Engineer, which then would have to go out to bid for construction. This will be funded by remaining funds in the citywide bond, so that bond ordinance also will be brought to Council early in 2025 to be amended in order to award the construction bid. We cannot put anything on the agenda for this work until the funding is in place and the design work completed, but it is next in the queue.
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**3. In Response to the Public Portion:**

**Councilwoman Mimms:**

- **Request:** Requested the responses to the Public's questions from the meetings be posted online and given at the following meeting.
  - **Response:**  
The Administration and IT department will work together to include a section on the City Council web page, as well as copies that can be given to the public.
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**4. In Reference to: Resolution to Adopt the Approved Amended Calendar Year 2024 Municipal Budget.**

**Councilman Velez:**

- **Request:** Requested that the list of the tax sale properties to be emailed to the Municipal Council.
  - **Response:** The Finance staff has to wait until as many last minute payments are processed as possible, but then will email the final list of what is going to the sale
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**5. In Reference to: Resolution Authoring Award of Contract to Zenith Construction Services, Inc. for Park Improvements at Vera Ames Community Park, Bid No. 24.21, for the Engineering Division of the Department of Public Works.**

**Councilman Velez:**

- **Request:** Requested that similar improvements be made to the Roberto Clemente Park.
- **Response:** Playgrounds at Roberto Clemente have been updated, along with fence improvements. We will continue to make improvements as funding is available.

**Councilman Mendez**

- **Request:** Requested all parks, fields and stadium that have been improved over the last several years have a Plaque with the names of the current Members of the Municipal Council.
  - **Response:** Signage is being ordered.
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**6. In Reference to: Resolution Authorizing Award of Contract to Smith-Sondy Asphalt Construction Co., Inc. for Resurfacing of the City Hall Parking Lot, Bid No. 25.03, for the Engineering Division of the Department of Public Works.**

**Councilman Velez:**

- **Request:** Requested that the importance of maintaining City Lots be expressed to all film crews who utilize the City Lots for filming purposes.
  - **Response:**  
This is always communicated. When filming crews damage property, we also provide invoices for repairs and labor required.
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**7. In Reference to the Christmas Ornaments Placed Around the City:**

**Councilman Velez:**

- **Request:** To place Christmas ornaments along the following UEZ Corridors: Park Avenue, Market Street, and Union Avenue.
  - **Response:**  
Due to the lack of utility poles on Park Avenue, it was difficult to place holiday decorations. Councilman Velez has requested that Market Street, from Straight Street to Madison Avenue, become the focal point for the holiday decorations. This request has been granted, and the Director of the Urban Enterprise Zone (UEZ) is coordinating the arrangements.
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## 8. In Reference to Traffic and Safety Concerns:

### Councilman Velez:

- **Request:** To install a four-way stop sign and/or traffic light on Market Street between 23rd Avenue and East 24th Street.
  - **Response:**  
The Traffic Division has forwarded the crash reports to both the City On-Call Traffic Engineer and the Passaic County Engineer for their review. Charles Silverstein (City Engineer) has provided recommendations, which will be shared with the team for further discussion. We are still awaiting feedback from the Passaic County Engineer. In the meantime, we have requested a meeting at the intersection in mid-December with Councilman Velez to conduct a thorough assessment and determine the appropriate next steps.
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## 9. In Reference to the Approved Stop Sign at the Intersection of Godwin Avenue and Auburn Street:

### Councilwoman Cotton:

- **Request:** To place a stop sign at the intersection of Godwin Avenue and Auburn Street.
  - **Response:**  
The Traffic Division has been informed, and the installation of the stop sign will be scheduled.
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## 10. In reference to Westside Park Renovations Project.

- **Response:**  
The Director of the Department of Public Works will provide a formal presentation on the Westside Park Renovations at the Regular Council Meeting on December 10, 2024. The presentation will cover the project scope, timelines, and planned improvements, including details on the surfaces to be used, Belgium block curbing installation, and landscaping options for the park entrances. Department of Public Works will share a detailed project outline with all Council members. The presentation will also be televised on the City's Local Access Channel for public viewing. The Director of DPW will be available to address any questions or provide clarification during the meeting.
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## 11. Public Portion:

Members of the public raised concerns on various issues during the meeting:

- **Resurfacing of Governor Street (lower end):** Addressed in Item #34.
  - **Individuals living in abandoned property at 365 Hamilton Avenue:** Information has been shared with building inspectors for investigation.
  - **Delayed Police Response to Resident Calls:** The Police Department has been notified to address this concern.
  - **Sidewalk Repairs Being Done after Hours at 412 Market Street:** Information has been forwarded to the inspectors for follow-up.
  - **Police Patrol in Downtown Area (December):** Information shared with the Police Department to ensure adequate patrol coverage.
  - **Sewer Collection Fees:** Business Administrator provided information to the Council and the resident.
  - **Paterson Plus App Management:** This issue is being addressed by the Chief of Staff, who is working to improve the app's functionality.
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The Administration remains committed to addressing all requests and ensuring continued improvement in City operations.