

## WORK SESSION OF FEBRUARY 18, 2014

Mayor Cosgrove called the meeting to order at 7:30 p.m.

**PRESENT:** Mayor Cosgrove, Deputy Mayors Dunay and Lefkowitz, Councilmembers Peluso and Swain.

**ALSO PRESENT:** Manager Van Kruijning, Municipal Clerk/Deputy Manager Kwasniewski and Attorney Mondello.

### BUDGET MEETING

Manager Van Kruijning stated that CFO Palermo has estimated the cost of snow removal to date and personnel costs are \$225,000, which is \$70,000 over budget. Since this does not include costs for any future storms that may occur in March or at the end of the year, or the cost of salt and fuel, they will need to increase the budget.

Borough offices are receiving complaints about dangerous intersections that have impaired visibility due to snow mounds. He met with Superintendent Neggia who estimates it will take eight employees working from midnight to 7:00 a.m. for four or five nights, at an approximate cost of \$20,000 to remove the snow. The parking lot at Borough Hall also needs to be cleared.

Mayor Cosgrove asked about potholes. Manager Van Kruijning recommended increasing the snow removal budget by \$200,000, which will cover personnel costs and help their ability to fill potholes. Councilmember Swain asked if they will receive additional funding since the Governor declared a State of Emergency. Manager Van Kruijning stated that this is the fifth storm since January. The League of Municipalities has drafted a letter to Senator Menendez asking for financial assistance, but he didn't anticipate municipalities receiving large amount of funds.

Councilmember Peluso asked where the additional funds would come from. Manager Van Kruijning stated they can make adjustments on anticipated revenues from the 2014 budget and use those funds. They have approximately 50 tons of salt left and will receive an additional 10 tons from the County to salt County roads.

Deputy Mayor Dunay asked about building a reserve for snow removal. Manager Van Kruijning stated that whenever they have unspent money in the snow removal budget they place it in a snow removal trust account. They have already used \$70,000. The average storm costs between \$30,000 and \$45,000. Deputy Mayor Dunay suggested placing this on a list of items to revisit next year.

Councilmember Swain expressed concern about incurring additional overtime. Manager Van Kruningen explained that only Road Department employees will be working, along with one loader operator per night from another department. Deputy Mayor Lefkowitz stated that \$200,000 additional was a large sum of money. She wondered if they could add \$145,000 now and revisit it later. Manager Van Kruningen reiterated that all funds not utilized by November or December will be returned to the reserve.

There was consensus to increase the budget for snow removal by \$200,000.

## **POLICE DEPARTMENT**

Chief Cauwels and Sgt. Metzler were present.

Councilmember Swain asked if homes and businesses were notified of the increased fees for burglar alarms. Chief Cauwels stated that he will ask Officer Check who oversees alarms. He would like to outsource alarms, as the reviews and summonses take up the majority of one officer's time.

Manager Van Kruningen stated there have been issues regarding snow removal on the sidewalks at abandoned homes. Attorney Mondello advised him that if Borough personnel shovels the sidewalks, the Borough assumes the liability. Conversely, the Borough doesn't clear the walks they may also have some liability.

Mayor Cosgrove expressed concern about residents walking in the streets during and after the snow storms. He felt they should do the right thing and clear the sidewalks at abandoned homes. Manager Van Kruningen stated that currently there are two properties in question. He would like to review the need on a case by case basis. There will be a lien placed on the property for the charges incurred for personnel and equipment.

There was consensus to have the Borough remove snow from the sidewalks of two abandoned homes as discussed above.

## **Overtime**

Deputy Mayor Dunay expressed concern about overtime. Chief Cauwels stated that this year there are seven to ten employees eligible to retire. If they all retire overtime costs will increase significantly until they are replaced. He wanted to be prepared. Deputy Mayor Dunay stated that he wanted to be sure there wasn't a feeling that funds for extra over time were available. Chief Cauwels assured him that they will not use overtime unless necessary. They must follow certain guidelines; it cannot just be given out.

**Crossing Guards**

Mayor Cosgrove asked why the amount increased from \$340,000 to \$400,000. CFO Palermo explained that last year's amount included the summer crossing guard program, which they are not doing this year. They were also paying an employee who was filling in for a crossing guard out on Workers Comp. Manager Van Kruijning stated they could reduce the amount to \$375,000.

**Comp Time**

CFO Palermo stated that comp time and overtime are budgeted separately because officers are allowed to bank their comp time and cash out in November.

**Administration**

Manager Van Kruijning explained that this refers to civilian personnel assigned to the Police Department, excluding Dispatchers. Mayor Cosgrove noted that the amount increased from \$65,000 in 2012 to \$241,000. CFO Palermo stated that this is a new line item, which separated these salaries from Police salaries. Councilmember Swain asked how many civilian employees there were. Manager Van Kruijning stated that there were four.

Councilmember Peluso asked why they weren't seeing a decrease in overtime now that the Police did not have to process the parking permits for the train station. Manager Van Kruijning stated that the line item for \$2,500 will be eliminated once the new parking system is put into place. A portion is being used for the overtime incurred by one employee who is covering for another employee on extended sick leave.

Deputy Mayor Dunay asked about Contractual Services. Chief Cauwels stated that the numerous fees and contractual support services were covered under this line item. Deputy Mayor Dunay asked why last year's budget was \$65,000 but actual is listed as \$46,000. Chief Cauwels stated that they did not have all the 2014 prices yet, as not all services begin in January. He expected an increase in the Radio Services contract, which expires this year. Manager Van Kruijning noted that expenses for the CAD system were removed to a separate line item.

Councilmember Swain asked about the \$58,000 budgeted for uniforms and shoes. Chief Cauwels stated that line item included the uniform allowance of \$850 for each officer, for a total of \$45,900, plus uniforms for any new hires.

Councilmember Swain asked about the \$13,300 listed for Accreditation. Chief Cauwels explained that they were accredited under the old program CALEA, which is no longer used. Lt. LaRosa is working to bring their accreditation up to the new State accreditation levels and the Rodgers Group was hired to assist him. Councilmember Swain expressed concern that after going through a long and expensive process the accreditation is obsolete. Chief Cauwels stated that they have three years to convert their files to the new system.

Deputy Mayor Dunay asked about Expenses, Special and Miscellaneous accounts. Chief Cauwels stated that expenses pertain to membership dues, conference expenses and subscriptions. The Special line item will be used to update their Adobe software and transfer a license plate reader to a new car. Miscellaneous is used for petty cash or to get their carpet or chairs cleaned. Manager Van Kruijning stated that three new Police cars were included in the Capital budget.

Deputy Mayor Dunay asked if they typically purchase three new Police cars each year. Chief Cauwels stated that at one time they purchased six cars one year and four the next year. There was a three year period when they did not get any new cars. Last year they received six cars and three cars still need to be outfitted. He felt it would be best to replace three cars each year.

Deputy Mayor Dunay asked how many Police cars there were. Chief Cauwels stated that they have 33, but there are times when four to six cars are out of service. When a car needs a new engine it takes four to five months to change it. A minimum of five cars are needed on the road per shift but if extra people are working there could be as many as ten cars out on the road.

### **Police Dispatch – Regular Salaries**

Manager Van Kruijning explained that Regular Salaries pertained to the fulltime dispatchers. Wages refer to the "as needed" per diem dispatchers. CFO Palermo explained that they had six dispatchers, but they had to budget for seven as one employee is still listed as a Borough employee. Deputy Mayor Lefkowitz asked why there was an increase in the per diem amount. Manager Van Kruijning stated that a per diem dispatcher was filling in for a fulltime dispatcher.

### **CAPITAL BUDGET**

#### **Work Stations for the Detective Bureau/Communications Center**

Chief Cauwels stated that the work stations in the Detective Bureau are over 20 years old and are in disrepair. He looked into the donated work stations from

Sandvik but they were too large. He budgeted \$72,000 for four new work stations in the Briefing Room, which would become a Communication Center that will be out of the view of the public and eliminate the issue with the State Police that their computers can be seen. However, he does not have a final quote on the cost of the entire project yet. They will have to determine what they need and reach out to vendors. This amount will offset some of the costs associated with the new Communications Center.

### **Driver Feedback Signs**

Chief Cauwels wanted to buy a new feedback sign because the installation of the current sign requires two people. Traffic Safety Officer Franco told him about a smaller model with a longer batter life that he can install himself. It is also easier to retrieve the data. The cost of the unit is \$5,000.

### **Computers**

Chief Cauwels stated they currently have 36 computers but two thirds run Windows XP, which is no longer going to be supported by Microsoft. Deputy Mayor Dunay asked how old the computers were. Chief Cauwels stated that some computers were ten years old.

### **Laptop Computers for the Car**

Chief Cauwels stated that they have 20 laptop computers in Police cars, which were purchased in 2007 and 2008. He wanted to begin a three year plan to replace them.

### **Communications Battery Backup**

Chief Cauwels looked into a battery backup for the entire Communications Center, but a vendor informed him that it was not a good idea. He can do a battery backup for each work station instead, reducing the cost significantly.

### **Lock Box Vehicle Boxes**

This will be discussed later in the Work Session.

### **E-ticketing**

Chief Cauwels stated they looked at two versions of e-ticketing. Manager Van Kruiningen informed him they could move forward with the program if they do not need the furniture for the Communication Center.

E-ticketing is a software program that allows them to run a license plate and the vehicle and license information is transferred into the system, allowing an officer to print out a ticket in 30 seconds. The information also goes directly to the State, eliminating the need for Dispatchers to do data entry into Spillman or Municipal Court personnel to enter it into the Court system. It also provides less work for employees in Police Records and Dispatchers.

Councilmember Swain asked how many patrol cars could utilize the system. Chief Cauwels stated it would be used in ten cars. Councilmember Swain asked if they could spend \$40,000 and install it in only five cars. Chief Cauwels they may only be able to purchase the software for that amount. There is a license for each car. Many towns pay by ticket, giving \$1.90 to the vendor with the municipality keeping a percentage of the funds that are not going to the Court. Over five years the cost is \$125,000 to use the system. If they bought the system from Spillman it would cost \$80,000 or \$90,000 for the software plus maintenance fees, but they would keep the fees received.

Councilmember Swain asked for an itemized breakdown of the fees for software, licenses and maintenance. Chief Cauwels will give the information to Manager Van Kruijning. Deputy Mayor Dunay asked if there was a savings with this program. Chief Cauwels stated they would save on some of the costs associated with Police employees, who had to enter 9,000 tickets last year into the CAD system and Court employees who must enter them into the State site. They would also save on costs associated with Police Records and Dispatch employees. Councilmember Swain suggested asking towns already using this system if they realized a savings.

Councilmember Peluso felt using E-ticket was a good way to stay ahead of the technology curve. He thought the program had many advantages. Mayor Cosgrove stated that one of the main ways to save money was keeping employees productive through technology.

## **FIRE DEPARTMENT/FIRE PREVENTION**

Chief Howard Londner and Fire Marshall Bender were present.

### **Salaries and Wages**

Manager Van Kruijning stated that \$3,000 was requested for a Fire Clerk. Mayor Cosgrove stated that since the Department does not have someone in the Building, perhaps OPRA requests could be processed by the Clerk's office. Municipal Clerk/Deputy Manager Kwasniewski stated that most OPRA requests come to her directly via email or fax. The requests are left in the Fire

Department's mailbox. She can alert the Fire Chief when an OPRA request is received.

### **New Department Equipment and Replacement**

Manager Van Kruijning stated that this line item was increased to \$8,000 because individual company equipment replacement, which was in the Capital Budget for many years, was moved into the operating budgeting.

### **Miscellaneous**

Deputy Mayor Dunay asked what this \$23,000 was used for. Chief Londner explained that was for the Fire Department Dinner.

## **FIRE PREVENTION**

### **Salaries**

Councilmember Swain asked how many employees there were. Fire Marshall Bender stated that he is there fulltime, but there were six part time inspectors plus two per diem inspectors. Chief Londner stated that there was one vacancy due to a retirement, which they were hoping to replace with two new employees at a lesser rate. There was new construction so the inspectors were working on a steady basis.

Deputy Mayor Dunay noted that the request was reduced from \$185,000 to \$138,000. CFO Palermo stated that when the budget was submitted Chief Londner requested 20 hours per individual, which was more than usual. They reviewed all the hours in 2011, 2012 and 2013 to determine the average number of hours worked. They also increased the number of hours for one individual. Deputy Mayor Dunay asked if it was determined that the request to increase hours wasn't valid. CFO Palermo stated that was correct. This is what they looked at during their review.

## **CAPITAL**

### **Personal Protective Equipment**

Chief Londner explained that \$30,000 was budgeted to replace gear that was over ten years old, as per FPA requirements.

**Chiefs' Vehicles**

Mayor Cosgrove noted that \$160,000 was requested but. Manager Van Kruijningen approved \$35,000. Manager Van Kruijningen stated that the request was to replace the vehicles for all four Fire Chiefs. He recommended replacing one vehicle per year over the next four years. They are currently using one used Police vehicle and three SUVs. Chief Londner stated that he requested a line item for SBA's, which are due to be replaced. He would like to replace two Chiefs' vehicles.

Councilmember Swain asked the type of vehicle they were purchasing and if it was new. Chief Londner stated that they were looking at a new Tahoe or Expedition, both of which were under State contract.

**New Equipment**

Manager Van Kruijningen pointed out that there was a typo on the Defibrillators, which should read \$3,000 instead of \$30,000.

Two Gas Seal meters will be purchased at a cost of \$5,000. The meters are important for firefighter safety when entering a building, so a back up meter is needed at all times.

**CAPITAL – FIRE PREVENTION**

Mayor Cosgrove stated that there was a request for two new vehicles, which Manager Van Kruijningen did not recommend as two new vehicles were received in 2013.

**IT**

Mayor Cosgrove asked what the \$4,000 for IT services was for. Fire Marshall Bender stated that they had discussed upgrading their software system and having equipment out in the field.

**AMBULANCES – EMS**

Marc Zharnest, President and Darren Mullens, Vice President were present.

**Clothing, Shoes and Uniforms**

Mayor Cosgrove noted that the line item was increased. Manager Van Kruijningen stated that was an annual clothing allotment for volunteers, which have increased. Councilmember Swain thought she had read that volunteers

were down. Chief Zharnest explained that they were down in the Youth Department, but overall they have 52 members plus probationary members, giving them the highest number of volunteers in their history. Councilmember Swain stated that she read they didn't have enough volunteers to answer calls. Chief Zharnest stated that they covered a few hundred less calls last year, but that had to do with volunteers not being available at the time of the call.

### **Special Funding**

Manager Van Kruijning explained this line item pertained to the agreement with the Ambulance Corps regarding Third Party Billing and the offset of their fundraising. After a review it was determined the amount could be reduced to \$22,000.

### **CAPITAL**

Mayor Cosgrove stated that the Lucas CPR machine was approved by Manager Van Kruijning.

Deputy Mayor Dunay asked how they plan for ambulance replacements. Chief Zharnest stated they have a seven year rotation, but one ambulance is seven year overdue. Manager Van Kruijning reiterated that every vehicle in the Borough was assessed, including ambulances. He felt they could get by for another year. Chief Zharnest felt that for professional purposes they shouldn't have a 14 year old ambulance. Deputy Mayor Dunay stated that if they were missing calls because ambulances are being repaired, they are losing revenue. Manager Van Kruijning stated that they had four ambulances.

Chief Zharnest stated that the Lucas CPR machine helped them double their cardiac arrest safety percentage. It saves lives.

They reviewed the remaining items in the Capital Budget.

### **EMERGENCY MANAGEMENT/RESCUE/AUXILIARY POLICE**

OEM Coordinator Demeraski and Rescue Chief Yuskaitis were present.

#### **Rescue Squad**

### **CAPITAL**

Mayor Cosgrove asked why the amount requested for a support vehicle was increased from \$30,000 to \$35,000. Manager Van Kruijning explained they were replacing the small pickup truck donated to the Borough by Glen Toyota.

They are pulling more equipment and more trailers, which is causing a strain on the vehicle. The extra \$5,000 would get them to the next level vehicle. Councilmember Swain asked if Glen Toyota would be interested in donating another truck. Chief Yuskaitis clarified that it was a partial donation and the Rescue Squad paid the other half. He reached out to other dealers but no one was interested in making a donation.

## **OPERATING BUDGET**

### **Emergency Management Salaries**

Deputy Mayor Dunay asked about the line item for Emergency Management Salaries. Manager Van Kruijning explained it was a stipend for the Coordinator.

### **Clothing, Uniforms and Shoes**

Mayor Cosgrove asked about the \$57,000 budgeted for clothing, uniforms and shoes. OEM Coordinator Demeraski stated that Auxiliary Police has five new officers. Although the volunteer staff on Emergency Management has not received a clothing allowance in the past, she would like to give them a partial allowance this year. This account also includes the Rescue Squad, which has 50 members. Councilmember Peluso asked about CERT members. OEM Coordinator Demeraski stated that CERT volunteers do not receive clothing allowances.

### **Telephone**

Manager Van Kruijning stated that he was requesting the line item be increased \$5,000 to \$14,200. With the current system, a full telephone notification to every phone in the Borough takes six hours. The \$5,000 increase will enable them to get additional lines through the notification company, reducing the total calling time to 25 minutes. They still have the County system as a backup, but it can only be used for specific issues. Councilmember Peluso asked about the fees for the phone service. Manager Van Kruijning stated that it is a set fee that allows multiple, unlimited notifications. Calls can be made for a specific block of five people or to the entire town.

OEM Coordinator Demeraski explained that their contract with Verizon for the 911 data base states they can only use the data base for emergency notifications, such as health or safety related matters. The amount also includes the fee of \$19.65 per month for the 911 data base.

There was consensus to increase the Telephone line item to \$14,200.

## Medical Service

Manager Van Kruijning stated that the line item for Medical Services pertains to psychological evaluations for Auxiliary Police officers. Physicals pertain to not only Hazmat technicians, which are required to have a physical annually, but also to volunteer emergency responders over the age of 45 as stipulated by Council policy. The Risk Manager has recommended that volunteers over the age of 45 get a physical every three years, volunteers 55 and over be required to get a physical yearly. He wants all first responder volunteers to be in compliance.

Mayor Cosgrove stated that there is a program for firefighters through Deborah Hospital. OEM Coordinator Demeraski stated that the hospital offers an eight hour physical during the week when most firefighters are at work. She found another company that could bring a specially equipped truck to the fire house or Rescue Squad building on a drill night, enabling them to assess 40 volunteers. They are talking to another company to provide timely physicals to new entry level emergency service volunteers.

Manager Van Kruijning stated that the Risk Manager advised him to require annual physicals, at the Borough's expense, for personnel that have a CDL license, such as Public Works employees, the mini bus driver and employees driving the Recycling trucks. The line item reflected an increase of \$20,000 which was based on their final cost estimates.

Councilmember Peluso asked if it would be less expensive for DPW workers to obtain the physicals through their own healthcare benefits. Manager Van Kruijning stated that he would need to ask the Risk Manager, although the savings might not be there since the Borough is self-insured. Deputy Mayor Lefkowitz asked what type of physical would be required. OEM Coordinator Demeraski stated that the volunteers would be receiving occupational physicals, which were different than regular physicals.

Deputy Mayor Dunay asked about the requested transfer of a Finance employee to a fulltime OEM position. Manager Van Kruijning stated that there was a request to make the OEM Coordinator fulltime with additional responsibilities. Councilmember Peluso asked about the part time clerk. CFO Palermo stated there was a Borough employee who was shared between OEM and another department. When OEM Coordinator Demeraski took over, the part time position was eliminated.

## **CAPITAL**

### **Coordinator's Vehicle**

The current Coordinator's vehicle will be assigned to the Auxiliary Police, who have one SUV and one very old Police car that undergoes frequent repairs. The OEM Coordinator will receive a new, smaller SUV.

### **Mask Fitness Machine**

They will be purchasing a second Mask Fitness Machine, which is used for respiratory fitness testing on over 300 volunteers and employees annually. This is a mandatory annual test. OEM Coordinator Demeraski stated that every department has a trainer that is qualified to run the test so it is done in house.

### **Inflatable Shelter**

Manager Van Kruijning stated that it provides a temporary shelter for command operations to work in extreme weather. Deputy Mayor Dunay asked if it was standard operating procedure to have it. Manager Van Kruijning stated that it was not standard but it was beneficial. OEM Coordinator Demeraski stated they have borrowed one from Ridgewood but it takes time to get it and set it up. Deputy Mayor Dunay asked when they last used such a shelter. OEM Coordinator Demeraski stated it was used last year.

Councilmember Swain asked how often the shelter would be used. Manager Van Kruijning stated they could use the shelter at any type of scene or event and it would be available to all emergency services. However, it was something they could wait on. Councilmember Swain suggested listing this item for reevaluation after the total budget was reviewed.

### **Back in Safety Guidance Lights**

Manager Van Kruijning explained LED lighting will be installed in all apparatus bays in the fire houses, Rescue Squad and the Ambulance Building, which will assist volunteers when backing vehicles into garages. OEM Coordinator Demeraski stated that lights will also be installed around the garage doors to help to prevent accidents.

Councilmember Swain wondered if there were any new steps they could take to help them save money over time.

**COUNCIL LIAISON REPORTS:**

Councilmember Swain mentioned that the slate of new officers was approved for River Road Improvement Corp. There was a discussion about web marketing. They also discussed combining the Dancing in the Street with the Classic Car Show. It will be held on three nights, May 29th, June 12th and July 10th from 5:00 to 9:00 p.m. Manager Van Kruiningen said it will be held in the George Street parking lot.

Councilmember Swain spoke about the Arts Council. The photos have been mounted and will be exhibited in the Library. They spoke about Art in the Street. She thought they could combine it with the car show and dancing in the street. People could be creative with chalk and create artwork on the sidewalks. She thought they could talk to Health Officer Wagner about using these photos in the next Borough calendar. All of the photos have been taken by residents.

Councilmember Swain stated that the Green Team will be having an exhibit at the Library with all of the green things that the committee has been working on. The ADA Committee had to cancel their meeting because of the weather.

Councilmember Peluso said the Community Garden had a few resignations so they are looking for new gardeners. The Broadway Improvement Corporation meeting was cancelled due to the snowstorm. Mr. Smartt will attend a Work Session in March to discuss the buffer zone.

He and Deputy Mayor Lefkowitz were at the Historic Preservation Commission meeting. The members are very passionate about saving the Vanderbeck house. They will be attending the Zoning Board meeting and working with a lot of outside groups to come up with ideas so they can save the house. Mayor Cosgrove noted that the Commission wants to meet with the developer again. The developer informed them that he could not incorporate the house into the complex because of all the new codes. The developer is willing to meet with them again.

Mayor Cosgrove said in regard to the Community Garden, Mr. Paek is very passionate about plants. He suggested reaching out to him.

Deputy Mayor Dunay said that both the Environmental and the Property Maintenance Committee meetings were cancelled due to snow this month.

Deputy Mayor Dunay noted that a few members on the Historical Preservation Commission have reached out to him. There is some divergence of opinion on that commission as to whether they should concentrate solely on saving the Vanderbeck House at the risk of gaining assistance with the Naugle House.

Councilmember Peluso said at the beginning of the meeting there was some discussion but towards the end they were fully committed to saving the house. There are people leaving money in their wills to the house, playing the lottery in hopes of winning so they can buy the house. They want this house and the property.

Deputy Mayor Dunay spoke about Open Space with respect to Cheryl Bergailo has been appointed they just need to get her up to speed with everything that Michael Hakim had been working on so that he can essentially transfer the portfolio over to her. They will work with Ms. Bergailo and Attorney Mondello to make sure they are moving forward on the Saddle River Road property. Mayor Cosgrove said he received a letter from Mr. Hakim stating that he was disappointed that he had not been reappointed and asked for a meeting. Mayor Cosgrove spoke to Municipal Clerk / Deputy Manager Kwasniewski about sending him a thank you letter for his services to Fair Lawn.

Mayor Cosgrove met the owner of Power Tech, who selling his business to a company in Texas and he owns the land. He now wants to sell the property. He wanted to know if the Council was willing to buy his land. Mayor Cosgrove explained that his property connects with Memorial Junior High School property. The property is right on the river. Attorney Mondello advised that it would make sense to see if the Open Space Committee would advise the Council if that would be something they would be interested in. It does sound like it would be contaminated so they would not be eligible for Green Acres funding. Councilmember Peluso said he would be interested in looking at the cost. Mayor Cosgrove thought it should go back to the Open Space Committee.

Deputy Mayor Lefkowitz stated the first hearing of the Master Plan is March 10th. Councilmember Swain asked that the dates be published so that the residents can attend the hearing. Manager Van Kruiningen said the will be putting it on the web.

Mayor Cosgrove said that he and Councilmember Peluso would be going to the Recreational Facilities Review Committee meeting in March.

The executive committee of the EDC has met and through the efforts of Tax Assessor Henderson have gotten the names and addresses of all of the landlords in the Radburn shopping district that will be involved in this study.

At the Fire Board meeting there was a lot of concern that they did not have a Fire Clerk. There are a lot of purchase orders that have not been processed. He told Manager Van Kruiningen that they needed administrative help from someone in the building.

Councilmember Swain stated that since they were going through the budget, she would like to introduce a wellness plan. She would like to put it in next year's budget. She would like to get started now to meet and discuss what she has in mind.

#### **REVIEW OF TENTATIVE AGENDA:**

Municipal Clerk / Deputy Manager Kwasniewski said she may be able to add the approval of minutes of January 14th on the agenda. Last week she did get much Municipal Clerk work done because of the snowstorm. Mayor Cosgrove thanked her for her efforts during the snowstorm. For those who don't know she did awesome job by not only being the only person in the Clerk's office but serving as the Deputy Manager. Councilmember Swain complimented her on her calm demeanor because every time she spoke to her she maintained her composure. Municipal Clerk / Deputy Manager Kwasniewski said the employees did a great job. Twenty two people made it in during that storm which was a lot considering that they were really non essential.

Attorney Mondello explained that he would not be present at the meeting next week but Matthew Priore, the City Attorney for Clifton will take his place.

#### **ELIMINATION OF MEDICAL BENEFITS FOR COUNCILMEMBERS:**

Mayor Cosgrove stated that the original resolution indicated they would eliminate the benefits on May 31st. Councilmember Swain had sent him a resolution stating that benefits should be granted for the last two years of her term. He felt that making a compromise and letting the Council move forward and do the work they need to do would be in order. He wanted to dispel the rumor that this was done as retaliation because of being questioned about an appointment to the Open Space. Municipal Clerk / Deputy Manager Kwasniewski can tell you that only a few days after the election he asked her to put this matter on a Work Session agenda in January. Municipal Clerk / Deputy Manager Kwasniewski confirmed that fact. Mayor Cosgrove stated during a budget discussion about eliminating employees, then Mayor Baratta suggested one way to save money would be if they volunteered to give up their benefits. At that time Councilmember Peluso could not given them up and Deputy Mayor Trawinski and Councilmember Swain did not volunteer to give them up. At that time they did not have the votes to move forward so they did not do it.

Mayor Cosgrove addressed The Record article where Councilmember Swain stated he would use this in a future mailing. When it comes to mailers, there have been mailers that went out that were despicable. He is not a party to that and he has never mentioned his opponent's name in the mailer. He proposed a resolution that Municipal Clerk / Deputy Manager Kwasniewski prepared a

resolution eliminating medical benefits for Councilmembers after December 31, 2014.

Municipal Clerk / Deputy Manager Kwasniewski stated that Attorney Mondello had prepared the first version of the resolution and she reworked it. She read the resolution.

Deputy Mayor Dunay stated that he obviously voted a few weeks ago to eliminate health benefits as of May 31, 2014. He struggles with the change because everything they have heard with respect to the budget is going in the wrong direction. He understands that taxes are going up and they are consistently adding more expenses to the budget this year and this will only be more. If this is an action that could restore comity to the Council and would help protect Fair Lawn with respect to the Council having a good relationship among all the members, he would consider reluctantly endorsing it.

Deputy Mayor Lefkowitz commented that when she ran for office she made a personal promise to Fair Lawn taxpayers and did not think there was any other option than to honor and keep that promise because she wants to be true to her word to the taxpayers. It was a very difficult budget and cannot support subsidizing health benefits for Councilmembers. Although there was nothing more she wanted than having a strong excellent working condition among the Council, her position remained the same.

Deputy Mayor Dunay made a motion to amend the existing resolution to reflect that the expiration date would be December 31, 2014 rather than May 31, 2014.

Municipal Clerk / Deputy Manager Kwasniewski stated they have not voted on either of the resolutions. The resolution that had the May date was removed at the last meeting. Attorney Mondello advised that since there was no vote taken on the original resolution they could simply vote on this one without an amendment.

Deputy Mayor Dunay stated that he wanted to be clear that if this vote fails, he wanted the original resolution placed on the next agenda. Municipal Clerk / Deputy Manager Kwasniewski stated that was incorrect because they did not vote on it.

Mayor Cosgrove seconded the motion. The motion passed with Deputy Mayor Lefkowitz dissenting.

Attorney Mondello added that at some point he would draft an ordinance. He explained the legislative intent behind the law of May 10<sup>th</sup>.

**FIRE DEPARTMENT LOCK BOX ORDINANCE:**

Manager Van Kruijning stated former Deputy Mayor Trawinski has asked the risk manager to review this ordinance regarding the lock box. The Risk Manager believes that the ordinance was consistent with prudent public policy. It exists everywhere. Manager Van Kruijning suggested moving forward with adoption of this ordinance.

There was a unanimous consensus to move forward with the lock box ordinance.

**PARKING AT THE HIGH SCHOOL DURING EVENTS:**

Mayor Cosgrove stated there was a big competition at the High School on Sunday and with all of the snow on Orchard Street and with the alternate side of the street parking, the Police had to suspend it or would have had to tow numerous vehicles. The residents were upset. He suggested that Councilmember Peluso and Deputy Mayor Dunay discuss the parking problem at the Shared Service. There are spots available.

Councilmember Swain thought the problem was because of the snow. Mayor Cosgrove said that it happens during big events. There just isn't enough parking. Councilmember Peluso said there last week there were two different events going on and there was nowhere to park. Mayor Cosgrove thought it would help at the Community Center and them as well. Deputy Mayor Dunay said there was some irony that they are back to talking about parking at the High School. He knows it is a perennial issue.

Councilmember Swain said she headed the parking committee. She thought the issue was that people don't want to walk too far. The kids would also complain too. Councilmember Peluso added that it was difficult walking with the backpack.

**ADDITIONAL PARKING FOR RADBURN TRAIN STATION:**

Mayor Cosgrove stated he put this on the agenda because he knows there are lots at the end of Politt Drive that are under used. He would like to have Manager Van Kruijning and Attorney Mondello reach out to the property owners to see if there is any possibility that they can obtain more parking on those lots. Manager Van Kruijning said it is on his list to look into this summer after they get through this winter. There are ample spaces available on those lots.

Councilmember Swain thought it would have to be incorporated into a plan. She also thought it should be brought up to the EDC. Mayor Cosgrove felt they would have to see if the company was interested in entering in to a cooperative parking agreement with the Borough.

**PSE&G TEMPORARY EASEMENT BANTA PLACE:**

Manager Van Kruijning spoke about the substation on Banta Place. PSE&G were before the Planning Board regarding the update of the infrastructure and the replacement of their current transmission lines and change their small facility into a state of art type of facility. The Planning Board gave them full approval with certain conditions which they will meet. He met with the Police Department, DPW Superintendent and representatives of PSE&G regarding the next step. PSE&G needs to shut down their current transmission and generators, transfer it over to temporary transmission generators then start doing their construction on the project. PSE&G asked the Borough for a temporary easement that is on Borough property. They would place the generators on a five foot wide by one hundred foot extension on the Borough right of way along the substation. The Police Department has no issue with this matter because they are only coming out five feet. It will take approximately twenty months. Manager Van Kruijning thought there should be some type of compensation. He recommended that the Borough charge them at least \$500 per month.

Mayor Cosgrove wondered about noise. Manager Van Kruijning said that all of the work would be done during the day. They were told that no construction work could be done on Sundays. They could do minimal construction work on Saturdays. PSE&G said they were well aware of the Borough's ordinances. If there are any issues they would be willing to work with the Borough. Since it is a twenty month period, snow removal was discussed and PSE&G will work with the Borough.

Councilmember Swain suggested that a letter be sent out to the residents in that area. Manager Van Kruijning said PSE&G has a public relations department that will work this out. They will be giving him a construction schedule. Attorney Mondello stated that the residents within 200 feet have already been notified through the Planning Board application. Manager Van Kruijning said it would be done again. Mayor Cosgrove suggested there should be traffic enforcement on Hartley Place.

Councilmember Swain wondered if there was something that was done before where the Borough charged a fee. Manager Van Kruijning spoke to Tax Assessor Henderson in regards to appraisals. He originally thought to ask them for \$1,000 a month. Mayor Cosgrove suggested asking for that amount and see

where it goes. Manager Van Kruijning said PSE&G wants to begin this project in April.

There was a unanimous consensus to authorize the temporary easement and to charge PSE&G \$1,000 a month but no less than \$500 a month.

**MISCELLANEOUS PUBLIC COMMENTS:**

Craig Miller, 5 Ramapo Terrace was confused about Nixel and 9-1-1. Manager Van Kruijning explained that Nixel was a free service that the Borough uses. Nixel covers text messaging or e-mail messages. They spoke about the telephone notification system or otherwise the reverse 9-1-1 system. Mr. Miller wondered if that was through Verizon. Manager Van Kruijning said that Verizon has complete control of the 9-1-1 database.

Mr. Miller spoke about the OEM vehicle and how the emergency lights put a drain on the battery. Manager Van Kruijning informed him that problem had been addressed.

Mr. Miller wondered if there was any way possible that they could extend the painted line outside of the Ambulance Building. He thought when they are trying to backup it is tough to see the lights.

**CLOSED SESSION RESOLUTION:**

Upon motion by Councilmember Swain and a second by Deputy Mayor Lefkowitz the following closed session resolution was unanimously adopted at 10:10 p.m.

**WHEREAS;** the Open Public Meeting act of the State of New Jersey permits the public to be excluded from certain matters to be discussed by the Governing Body; and

**WHEREAS;** the Mayor and Council of the Borough of Fair Lawn desire to discuss Personnel – Tax Appeals Attorney; and

**WHEREAS;** these matters are ones which permit the exclusion of the public from such discussions; and

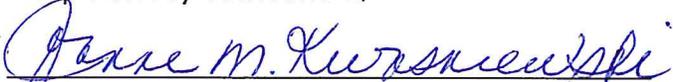
**WHEREAS;** minutes will be taken during this closed session and once the need for confidentiality no longer exists the minutes will be available to the public.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Fair Lawn that the public be excluded since these matters as set forth above are ones which permit the exclusion of the public from such discussions.

**ADJOURNMENT**

Upon motion by Councilmember Peluso and a second by Councilmember Swain, the Work Session was adjourned at 10:25 p.m.

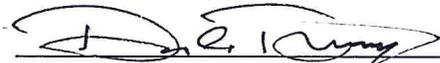
Respectfully submitted,

  
Joanne M. Kwasniewski, RMC/CMC/MMC  
Municipal Clerk/Deputy Manager

The undersigned have read and approve the foregoing minutes.

  
\_\_\_\_\_  
Mayor John Cosgrove

  
\_\_\_\_\_  
Deputy Mayor Amy E. Lefkowitz

  
\_\_\_\_\_  
Deputy Mayor Daniel Dunay

  
\_\_\_\_\_  
Councilmember Kurt Peluso

  
\_\_\_\_\_  
Councilmember Lisa Swain