

BUDGET MEETING OF JANUARY 10, 2015

Mayor Cosgrove called the meeting to order at 9:00 a.m.

PRESENT: Mayor Cosgrove, Deputy Mayor Dunay (Late), Deputy Mayor Lefkowitz, Councilmembers Peluso and Swain.

ALSO PRESENT: Manager Van Kruningen, Municipal Clerk/Deputy Manager Kwasniewski and CFO Palermo.

BUDGET OVERVIEW

RECREATION

Recreation and Parks Superintendent James Graff, Assistant Superintendent Scott Homa and Parks Supervisor Robert Young were present.

Manager Van Kruningen explained that they had started to break out many line items so there was a better financial understanding of the expenses. The Parks Department recommended breaking out Pool Supplies, Sand and Excavation, which is now listed as a budget line of \$15,000. He also pointed out that the line item for Federated Arts Council was moved to Celebration of Public Events budget line.

Deputy Mayor Dunay arrived at 9:10 a.m.

They reviewed each line item with a short explanation for each item.

They have included funds for the software that will allow online registration for the pool, camp and recreation programs.

They have broken out the contributions to the Senior Clubs, Fair Lawn Football, All Sports and the Hockey Association.

There was a unanimous consensus to fund these groups at the same level as in 2014.

Parks:

Abandoned homes has its own line item to enable them to track the cost. They are maintaining twenty five homes which is down from forty-two.

Celebration of Public Events:

There was consensus to proceed with the 2015 Fireworks.

A line item has been added for the Naugle House.

CFO Palermo advised that each year the Cadmus House exceeds its budget. Manager Van Kruijning asked if they should increase the budget or tell them that they have to live within their budget. He will break down the expenses and send it to Council.

They reviewed the items requested.

They discussed the lightning detectors. Councilmember Peluso suggests they discuss the feasibility of a shared service with the Board of Education for Center Rec, Memorial Field and the field at TJ. He also suggested they increase the budget for the lightning detection system. Deputy Mayor Dunay wanted to review all of the capital items at the end of the process so they can understand the impact on the long term debt. Manager Van Kruijning will add the capital requests to the budget wrap up. CFO Palermo will provide a list of items that might be increased.

LIBRARY:

Library Director Tim Murphy and Karen Horton were present.

Director Murphy explained that most line items remained flat. Expenses for periodicals decreased, as members can download magazines for free on Zinio, but there was a slight increase in the BCCLS and data fee.

Manager Van Kruijning stated that in April he will be including the Library in the cooperative for electric and gas, which should bring cost reductions. If the new phone system at Borough Hall works out well they will also add the Library. Health care and postage expenses are a shared cost with the Borough.

Director Murphy presented a brief synopsis of what is occurring in the Library. They are renovating the bathroom and he may plan an Open House in the spring after painting is completed. The Children's Room held a summer reading program and events such as Halloween Haunted Library, which were extremely well attended.

Capital:

Manager Van Kruijning stated that he recommended the request in the Capital budget for another garage door, as the current metal roll up door is over 50 years old.

There was consensus to approve a new garage door.

POLICE:

Chief Glen Cauwels was present.

Manager Van Kruijning stated that the overall Police budget decreased in 2015.

Chief Cauwels presented a brief overview of the Police Department. The Spillman system is working well. There was a slight increase in the yearly maintenance fee. E-ticketing will be instituted this year.

He discussed the new, non-electric battery signs that can be installed on telephone poles on specific streets. The data can be retrieved at headquarters. Emails are sent to them when the posted speed has been surpassed so they can review data in real time. The rechargeable batteries last one week.

Councilmember Swain asked about the increase in contractual services. Chief Cauwels explained the increase included maintenance on the 9-1-1 phone system, their voice logging system and radio system to name a few. It also included their wireless service.

Capital:

Manager Van Kruijning stated that the Capital budget included a three year plan to replace computers and laptops in vehicles. They are purchasing a second mobile message board trailer and replacing a marked Expedition SUV that is 13 years old.

Chief Cauwels stated that they are also upgrading the video system in the vehicles. The Communication Center's plans are finalized. The equipment is on order and should be installed in a few months. Sgt. Mergler has done a great job. Manager Van Kruijning advised the Council that there will be a \$97,000 reduction under Salaries and Wages for Dispatch in 2015 as a result of using part time and per diem employees. Chief Cauwels noted that Police officers no longer have to fill in at the desk.

MANAGER'S CAPITAL BUDGET:

Jim Van Kruijning stated they must contribute \$125,000, which is the matching portion of the \$250,000 grant for the first phase of renovations at the Naugle House. The application for a Municipal Park Improvement grant for improvements at Memorial Pool is pending and will require a matching grant of \$50,000. There are IT upgrades for the ongoing replacement of computers and various minimal matching grants that come up throughout the year.

He would like to implement online video streaming of Council meetings, in addition

to the broadcasts provided by Fair Lawn TV, which could be watched on tablets and/or smart phones. Meetings would be broken down by agenda items and viewers could search by typing a category, such as open space, and meetings discussing those items will be pulled up. He will provide a webinar for the Council to view. There is nothing required of Borough employees other than providing an agenda. If the equipment is located in Council Chambers they can also stream Planning or Zoning Board meetings.

The startup cost is \$14,000 for the hardware and an annual subscription fee. The program will archive meetings which may reduce OPRA requests. It can also be integrated into their television stations. Mayor Cosgrove felt it would be beneficial to also stream Planning and Zoning Board meetings. Manager Van Kruijning stated that the vendor would need to be notified about a meeting 24 hours in advance.

Deputy Mayor Dunay stated that he was advised by a member of Fair Lawn TV that they were in need of equipment upgrades. Manager Van Kruijning noted that Fair Lawn TV was given \$40,000 last year, which was spent on equipment and studio upgrades.

AMBULANCE:

Dara Mullins, President and Brad Lieberman were present.

Manager Van Kruijning noted that the overall budget only increased \$500. He commended the Ambulance Corps' efforts on Third Party Ambulance billing. Chief Mullins' report indicated the Ambulances Corps responded to 2,300 calls, the largest amount in their history.

Chief Mullins stated that they have 68 general members and 40 probationary members. There were six CPR saves this year with the Lucas

Machine. They have requested a second machine for another ambulance.

Manager Van Kruijning stated that he, CFO Palermo, Chief Mullins and Brad Lieberman were working on updating the current Memorandum of Understanding and perhaps having a four year agreement.

Capital:

Manager Van Kruijning stated that the Capital Budget includes the replacement of a 13 year old ambulance that was held over from 2014, a request for a second Lucas machine, upgrades to various portable radios and protective gear designed for ambulance use. He recommended approval of all four items.

There was a consensus to approve the Capital requests.

Manager Van Kruijning stated the Council had authorized the replacement of the Rescue pickup in the 2014 budget. The old truck will be given to the Ambulance Corps and will be used to do a first response on the scene.

Mayor Cosgrove thanked the members of the Ambulance Corps for all they do for the residents.

FIRE:

Chiefs Kirk Wolthouse, Ralph Rinaldo and Rescue Chief Peter Yuskaitis were present.

Chief Wolthouse explained that some of the funds have been moved to other line items so there is a more accurate accounting. They have asked for an increase in rent.

Mayor Cosgrove explained that the regular members of the house and anyone who has been part of the Fire Department for seven years or more own stock in the Fire House. Upon their death it goes back to the department. The rent goes towards the upkeep of the fire house.

Fire Prevention Bureau - Manager Van Kruijning mentioned that the expenses have been reduced. CFO Palermo said that each fire house runs their fire prevention event so it made more sense to put it into the Fire Department budget.

Capital:

Manager Van Kruijning recommended three items including a new Chief's vehicle.

Chief Wolthouse asked them to reconsider the request for SCBA packs and SCBA bottles which Manager Van Kruijning did not recommend. The bottles expire every fifteen years and they are three years away from that. There are trackers on the bottles so that fire fighters can be found. Deputy Mayor Dunay wondered how many packs and bottles were needed. Chief Wolthouse said that 60 bottles and packs were spread out among the fire houses. Manager Van Kruijning said he would like to discuss this further in the Capital wrap up.

Chief Wolthouse continued that studies show placing the radios in their pockets was the worst place to put them. They would like to buy 100 arm straps that would become part of their standard operating gear. Manager Van Kruijning advised

that CFO Palermo was checking to see if there are any capital funds from previous years to fund this project.

Software Package - Chief Wolthouse said one of the most important things that Fire Prevention does for the Fire Department is inform the fire fighters of any hazardous conditions before they get on the scene. The package includes iPad's for the first responding Chiefs and Fire Prevention. The inspections would be done on the iPad. The package would also include training records and response records. Right now the Fire Department is paper based and so far behind. They are not integrated with the CAD system with the Police Department. Ariel photos and hydrants maps would be quickly accessible. Manager Van Kruijning said there was a module that was not purchased for the CAD system. If they were to include this module in the CAD system it would be very expensive.

Councilmember Swain stated as Liaison to the ADA Committee they have talked about the Fire Department knowing who was there and with what limitations. Mayor Cosgrove advised that the Police Department has that information so it can be conveyed to the Fire Department when it is dispatched. He thought they should look in to what it will cost to put the Fire Department on the CAD system also. Manager Van Kruijning stated that once it is implemented there will be an increase in their operating budget because it will have to cover the wireless service for the iPads and software maintenance. Chief Wolthouse explained that the vendor offered two plans that would have to be discussed.

OEM:

OEM Coordinator Wendy Alvarez, Rescue Chief Yuskaitis and Chief Nicholas Magarelli were present.

Manager Van Kruijning stated the increase in the budget is for the Volunteer Physical Program for all of the emergency services and the Borough employee's physicals. OEM Coordinator Alvarez explained that there were 295 volunteers and twenty five percent of them have completed their physicals.

Manager Van Kruijning has increased the line item for Clothing Allowance because of the increase in membership.

Manager Van Kruijning explained that Risk Manager Covelli has been promoting the Borough's plan as a pilot for his other jurisdictions.

Capital:

They reviewed the Capital requests.

Manager Van Kruningen explained that once they decided to upgrade the network, the phone system and the Communications Center, it was imperative that they include the Emergency Operations Center in all three phases. They are working on the installation of the computers and phones in that building. There will be a back up based in that building so if anything happens to the Municipal Building, there will be continuity in the Emergency Operations Center. He explained that OEM had secured a very large grant to install generators in all of the Fire Houses, Rescue, EMS, Emergency Operation Center and DPW fuel's system. OEM Coordinator Alvarez explained that the EOC was not included in the grant however the grant has been increased to \$250,000. She explained that they would have to go out to bid for the six facilities and will include the Emergency Operation Center. She added \$20,000 in the budget just in case so they have the funding.

They reviewed the other OEM requests.

Rescue Chief Yuskaitis explained that the Rescue Squad's requests noting that some of their equipment is very old and needs to be updated.

He explained that they are responsible for the Water Department and some of their confined space equipment needs to be updated.

Manager Van Kruningen explained that the Rescue Squad has MSA which is a different manufacturer on the Hazmat truck than any other vehicle in the Borough. They are trying to consolidate by purchasing from Scott. This will be part of the wrap up for the Capital Budget in the Fire Department.

Auxiliary Police Chief Magarelli stated currently they have twenty five members in Auxiliary Police. They have only twelve radios that are distributed among the members which is a large safety issue especially with a large scale event. Chief Magarelli said the amount requested will provide five more radios.

Manager Van Kruningen stated the vehicle was donated in 2006. Chief Magarelli said they have been doing things little by little without costing the Borough money. They would like to add strobe lights to it.

Rescue Chief Yuskaitis stated that Rescue responded to over four hundred calls last year. They have 35 members. They have assisted the Fire and Police Departments. The members have gone for training at the Academy. They had the passing of a member, Joe Mazur, this year and thanked the Borough Manager for making sure that everyone was available to go to the funeral. Mayor Cosgrove stated that Joe Mazur helped form Hazmat.

Auxiliary Police Chief Magarelli stated that they added four members last year. They will be adding two more this year. He added that Glen Rock has disbanded their Auxiliary Police and looked to Fair Lawn for assistance.

OEM Coordinator Alvarez stated that CERT is up to forty members. They are reorganizing and have come up with by-laws. She explained that OEM has twelve members. They have been working on the EOC Center.

PUBLIC WORKS:

DPW Superintendent Neggia was present. Manager Van Kruijning explained that the Radburn agreement will be discussed at a Work Session.

Manager Van Kruijning reviewed the line items. Councilmember Swain wondered about the increase in the budget. Manager Van Kruijning explained that it was taken from various other accounts. CFO Palermo pointed out that most of the snow removal costs were covered in the emergency appropriation in 2014. For 2015 she increased the estimated cost.

A training line for the Recycling Coordinator has been added. There is an increase in printing and stationary for the calendars. Councilmember Swain asked for them to be printed sooner. DPW Superintendent Neggia stated he waited for the BCUA to come out with their dates. Normally they get printed in the beginning of November.

DPW Superintendent Neggia informed the Council that they planted 103 trees.

Manager Van Kruijning explained that the line item for tires went up by \$3,000. Mayor Cosgrove inquired about the Board of Ed buses. CFO Palermo stated that this was the shared service agreements that the Borough has with them. By law she is required to budget those expenditures. They report them but they are offset. Councilmember Swain asked how the Shared Service went. Manager Van Kruijning stated that he just met with DPW Superintendent Neggia and Maintenance Garage Supervisor La Prezioso to discuss renewing the agreement. The general shared service agreement mentions oil changes but they all know the garage is doing more than that. He had spoken to Joanne Wilson at the Board of Ed who concurred that the agreement should be updated.

Water Generation - Engineer Garrison was present. Deputy Mayor Dunay questioned the maintenance contracts. Engineer Garrison explained that they reallocated funds for mostly the SCADA system.

Manager Van Kruijning reviewed Water Distribution and Department and Equipment Maintenance.

Capital:

Manager Van Kruijning reviewed the requests which included the retro fit of the Municipal Building fire alarm panel. Currently there are three Recycling Packer Trucks which need to be replaced. It is a large investment that has to be discussed at a later date.

Manager Van Kruijning stated he had several people review the various options on repairing potholes. DPW Superintendent Neggia explained that they can put two hot boxes out with two crews and double the capacity. Manager Van Kruijning also explained that the current hot box is twenty years old and the technology is so much more advanced. He suggested investing \$35,000 for the hot box.

Manager Van Kruijning reviewed the sewer Improvements, sewer pump valves, station renovations and storm drains.

ENGINEERING:

Manager Van Kruijning explained the usual request for the upgrades and amendments to the infrastructure along with Borough building improvements, replacement of the windows in the back of the building and looking into solar panels.

Manager Van Kruijning informed them if the Pool Committee comes up with a recommendation or request an additional study the money will be in the budget. Councilmember Peluso said at this time they are not looking into doing a study.

Councilmember Peluso left the meeting.

Manager Van Kruijning explained they repaved four and a half miles this year. Mayor Cosgrove wondered if the drop in petroleum prices would affect the cost of resurfacing. Engineer Garrison said there was a State statute that a fuel adjustment price in the bids. Over the past summer the price increased about six percent for asphalt.

Capital:

Water Utility - Manager Van Kruijning explained the water meter replacement program which starts with the large scale customers. Engineer Garrison stated that a whole meter replacement was done in the late 1980's. They generally get twenty years before they see them slow down. It will take six years to replace all of the meters.

Manager Van Kruijning explained the replacement of pickup trucks.

MISCELLANEOUS PUBLIC COMMENTS:

Craig Miller, 5 Ramapo Terrace wondered about the three new vehicles in Recycling. DPW Superintendent Neggia informed him that the vehicles were out of service. Mr. Miller questioned if the old trucks could be used for composting. Mayor Cosgrove explained that they were going to have further discussion about these trucks. Councilmember Swain stated that when they have the next discussion she would like the collection of leaves included. Several residents have come to her about the leaves and how the Borough is in violation of Storm Water Management. DPW Superintendent Neggia said they could be put in the street as long as they are picked up within seven days. Manager Van Kruijning referred back to the survey where the overwhelming response was to put their leaves in the street.

Manager Van Kruijning asked how they wanted to proceed with the Budget Meetings. Mayor Cosgrove said he would like to have another meeting on a Saturday. Councilmember Swain did not want another Saturday. Manager Van Kruijning inquired if there was anything they wanted him to research. He needs to review Personnel.

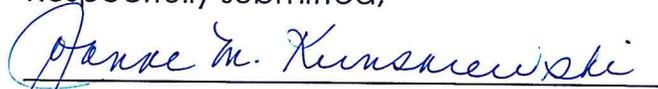
CFO Palermo pointed out that in the past the Borough has been in violation of the deadlines and the State is now cracking down on the introduction date. If they meet again soon, they will be able to introduce the budget in February which would be in compliance with the State. Manager Van Kruijning suggested holding the meeting on Tuesday, January 27th at 6:30 p.m. Municipal Clerk / Deputy Manager Kwasniewski said she could sunshine the notice that the Work Session will immediately follow the budget meeting.

Deputy Mayor Dunay will arrange to have a Financial Planning Meeting in advance of the next Budget meeting in light of the Capital items.

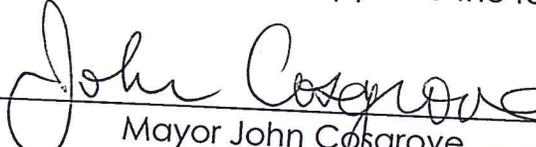
ADJOURNMENT:

Upon motion by Councilmember Swain and a second by Deputy Mayor Dunay, the Budget Meeting was adjourned at 12:45 p.m.

Respectfully submitted,


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

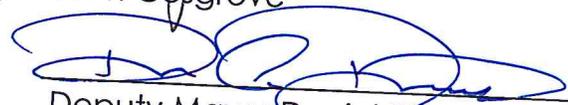
The undersigned have read and approve the foregoing minutes.



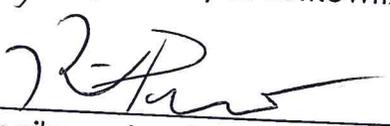
Mayor John Cosgrove



Deputy Mayor Amy E. Lefkowitz



Deputy Mayor Daniel Dunay



Councilmember Kurt Peluso



Councilmember Lisa Swain



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