

BUDGET MEETING OF JANUARY 19, 2016

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

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

ABSENT: Deputy Mayor Dunay

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

BUDGET REVIEW

Manager Van Kruijning stated that he and CFO Palermo had an almost two hour call with Deputy Mayor Dunay answering questions regarding surplus, capital and basic operating. Right before the meeting started he e-mailed him with quite a few questions.

The budget is a work in progress. They met with the Borough Auditor who will attend the February budget meeting. The numbers on the recap will change and there will be a reduction in the taxes.

LIBRARY:

Karen Horton and the trustees were present.

Operating budget: Manager Van Kruijning explained that the State minimum Library budget for 2016 is \$1.53 million. This budget shows an amount of \$2.427 million with funding in excess of \$895,000.

Karen Horton explained the line item for books and how the State aid goes in to books along with fines and fees. Unfortunately they will no longer get money from BCCLS for borrowing because they will no longer have open borrowing.

Councilmember Swain wondered if they had fewer employees. Ms. Horton stated that they were trying to manage with less.

Capital: Manager Van Kruijning explained the request was for carpet replacement because of extensive leaks from the roof. The renovations for the bathrooms are about 75% complete. Ms. Horton explained the third floor has a double set of bathrooms that need to be done. Manager Van Kruijning said they were waiting to replace the carpet because of the construction projects.

AMBULANCE:

Operating: Chief Dara Mullens and Assistant Chief Nick Schultz were present.

Manager Van Kruijning explained that there is an increase in this year's budget due to an increase in volunteers.

Computer Software - This is also a new line item as a result of the State mandate on patient charting for medical billing. It is a new program that is part of the Third Party Ambulance Billing. Chief Mullens stated they had come to an agreement beginning January 1st with EMS Charts.

Special Funding - Manager Van Kruijning explained the slight increase is for the difference the Borough pays the Ambulance Corps because of the third party billing to offset their fund drive. There are some residents that think the Borough went from a volunteer service to a paid service which is incorrect.

Councilmember Peluso wondered how the third party billing was going. Chief Mullens said that everything has been going smoothly.

Manager Van Kruijning stated they were going out of RFP's for Third Party Ambulance Billing. The Borough has completed four years with the current contractor - Revenue Guard. The RFP's will be accepted on February 4th and will be awarded before April 1st.

Equipment Maintenance and Cleaning - Councilmember Swain wondered about the line item because in 2014 it was zero and now it is \$4,000. Manager Van Kruijning explained it was a new line item or was renamed. Councilmember Swain also wondered about the straps. CFO Palermo stated it was a capital request and since they had money left over in their 2015 budget they were allowed to purchase it rather than go out to bond for it. Mayor Cosgrove thanked Manager Van Kruijning and CFO Palermo for putting a lot of smaller items in the Operating Budget instead of the Capital Budget.

Capital:

Radios and Pagers - Manager Van Kruijning stated this equipment needs to be updated.

Electric Stretchers and Loaders - Manager Van Kruijning explained that the stretchers lift patients in and out of the vehicle. He felt it was definitely important.

Carbon Monoxide Detectors - Manager Van Kruijning said the detectors will be purchased in the normal operating 2015 budget.

CPR Training Mannequins - Manager Van Kruijningen stated these are used for their members and to train the Police Officers and all the emergency service volunteers on CPR and defibrillation.

Patient Transport Equipment - is basic equipment that will last more than five years.

Tactical Response Truck - they are applying for a grant. Mayor Cosgrove hoped the new grant writer would be able to help them with the grant.

Personal Protective Equipment would be replacing personal protective equipment for the Corps.

RESCUE:

Chief Peter Yuskaitis and Captain Phil Kearney were present.

Capital:

Manager Van Kruijningen recommended replacing the personal protective equipment and making upgrades to confined space equipment.

Replacement of the Hazmat Truck - Manager Van Kruijningen explained that currently they have two first line heavy duty apparatus. He had asked them to consolidate the two vehicles into one that would meet the needs of both Hazmat and Rescue Response. The committee has worked very hard with the Chief in getting the item reduced. They can replace two trucks for \$625,000. This truck would replace trucks that have been in service for twenty-three and seventeen years respectively. He thought it was a definite investment for the Rescue Squad.

Chief Yuskaitis explained that they inherited the Hazmat unit years ago. Through the years he has taken money out of the budget because the County Hazmat has supplied expensive equipment. A new Rescue truck would cost about \$550,000 so for an additional \$75,000 they would be combining both trucks. Councilmember Peluso added there would be a significant savings to maintain one vehicle instead of two.

Councilmember Swain wondered about the older two trucks. Manager Van Kruijningen stated they would go to auction. He said they would also look into another vendor that specifically sells emergency apparatus so the equipment would get a better price. Councilmember Swain also wondered on how many occasions they had to bring both trucks out. Chief Yuskaitis explained that they have not been using the Hazmat truck. He felt by putting the equipment on one truck would be fine. Rescue will have three trucks if this one goes through.

Replacement of the Rescue Chiefs truck - Manager Van Kruijningen said the Chief's truck is twelve years old. He reminded the Mayor and Council that all of the vehicles requested in the Capital budget, were reviewed by the Borough Mechanic.

FIRE:

Chief Tim Yuskaitis, Assistant Chief Ralph Rinaldo, Deputy Chief Marc Palmeri and Battalion Chief Jake Mamo were present.

Clothing, Uniforms, Shoes - there was one item that will be broken down into two. CFO Palermo stated that it has to be done for payroll purposes.

Training - Manager Van Kruijningen stated the Chiefs have asked to increase their training budget by \$6,000 which will send individuals from the Fire Department to the training facility in Indianapolis.

Manager Van Kruijningen stated they made a request to increase the budget for their installation dinner.

Capital:

Chief's vehicle - Manager Van Kruijningen said this is the third replacement. It is a smaller SUV.

New Equipment - This is for equipment that went back into the operating budget.

Engine Three and Squad One replacement will be in the 2017 budget.

Self Contained Breathing Apparatus - Manager Van Kruijningen stated this is the second year of the three year program. Mayor Cosgrove added that they have to be replaced.

Pagers - Manager Van Kruijningen said this is a program to replace all of the pagers over a three year period. They will purchase the most in the first two years. Some members' pagers are no longer warranted and there are no replacement parts.

Training Center Replacement - Manager Van Kruijningen stated he did not recommend this project because he would like to see if the new Grant Writer could get funding for it.

Mayor Cosgrove explained that the Borough hired a new grant writer and suggested if they hear about any grants throughout the fire service to let the Manager know. Chief Yuskaitis explained that they missed the deadline for this

year. He felt they should be successful next year in getting grants.

OEM:

Operating:

Physicals - Manager Van Kruijning stated the physicals all are grouped under OEM because it is easier for record keeping purposes. There will be a major increase for the program since the Mayor and Council implemented the volunteer emergency responder's physicals. There are some decisions that need to be made and this subject will be on a future Work Session.

Clothing, Uniforms and Shoes - Mayor Cosgrove felt there was a large increase from the year before. Manager Van Kruijning said they would like to give some money back to CERT so the budget was increased.

OEM Dinner - Manager Van Kruijning stated that six or seven years ago the dinner was removed from the budget. It is back in but he did not think it was necessary for 2016 but perhaps in 2018.

AUXILIARY POLICE:

Auxiliary Police Chief Nick Magarelli was present.

Capital:

Auxiliary Vehicle - Manager Van Kruijning stated that the Auxiliary Police only had one request which was to replace a vehicle. The Borough Mechanic indicated it is one of the worst first line vehicles. The vehicle will last between 10-15 years.

Mayor Cosgrove questioned how many members were in the Auxiliary. Chief Magarelli replied twenty-five.

RECREATION AND PARKS:

Operating: Superintendent of Parks and Recreation Graff and Supervisor Robert Young were present.

Recreation:

Contractual Service Software - Manager Van Kruijning stated this is a new line for online recreation enrollment programs. The fee is \$6,000 a year.

HVAC - Manager Van Kruijning said they made a new line so it would be easier to track expenses.

Four committees, Community Garden, Garden Committee, Shade Tree Arboretum and the Arts Council have been added. There was a higher amount in the line for the Shade Tree Arboretum because it will cost \$4,937 to bring water to the Arboretum. Manager Van Kruijning said this will be a onetime expense so this Committee's budget will be reduced in 2017. The work would have to be done on a Sunday because Fair Lawn Avenue would have to be closed.

Parks and Playgrounds:

New Department Equipment - Councilmember Peluso asked if they could add the replacement of backboards in the amount of \$2,000.

There was a unanimous consensus to add \$2,000 to the Parks and Playgrounds line item in the budget.

Capital: Manager Van Kruijning reviewed the request which he recommended.

Field and Park Fencing - Manager Van Kruijning stated fences need to be replaced.

Landscaping Trailers - Manager Van Kruijning these trailers are used to house their equipment and are over 25 years old.

Replacement of Leaf Box - Manager Van Kruijning said the equipment has been fixed over and over and now needs to be replaced.

Replacement of a Pickup truck - Manager Van Kruijning said after the Mechanic's review he recommended that this truck be replaced.

Mayor Cosgrove wondered about the Isadore Freeman trailer. Superintendent Graff said a major overhaul was just done on it. Manager Van Kruijning advised that he will apply for a grant for a replacement.

POLICE:

A discussion took place about overtime and the comp time realizing that staffing has been a part of the increase. Once the two new officers get out of the academy it should go down.

CFO Palermo noticed that the alignment was not correct on the budget sheets and will distribute new sheets in their packets.

Chief Glen Cauwels was present.

Operating:

Contractual Services - Mayor Cosgrove questioned the increase. Chief Cauwels explained that some of the things he was paying contractual services for did not include the maintenance.

Medical Services - Mayor Cosgrove wondered about the decrease. Chief Cauwels stated that last year they had a huge turnover. When hiring a new officer, their medical costs alone are \$2,000 between their psychological and physicals. The physicals at Hackensack Hospital costs \$1,200 for a new officer and a lateral transfer costs \$400.

Dispatch: Manager Van Kruijning explained the wages and overtime.

Capital: Manager Van Kruijning reviewed the Capital items.

Chief Cauwels stated he would like a hybrid system which was part car and body cameras. There are more motor vehicle accidents than incidents on the street. All the cars will be equipped with crash sensors. The video will record up to a minute before the accident happens. The other issue with the body camera is that the officer has to turn on the camera. The car camera automatically goes on by various different ways. He expressed concern about the privacy issues with body cameras.

Municipal Clerk / Deputy Manager Kwasniewski explained at the Clerk's Conference there will be a session devoted to Opra and Technology including body cameras and the vehicle cameras because there are not clear cut guidelines with the body cameras in particular.

Chief Cauwels stated that right now the State is not mandating body cameras. They are mandating some kind of video for every new car that comes out.

Breathalyzer Machines - Manager Van Kruijning stated there is a new State mandate. Chief Cauwels added that it was for whatever new machine the State chooses.

Storage Shed - Manager Van Kruijning stated the Chief would like to erect a small structure that would take up a few spaces in the back lot for storage.

Communication Shed - Manager Van Kruijning explained that this is the communication base at the Gordon Place water tower. The radio antennae's are at the top of the water tower and at ground level there is a shed that not only

controls the Police frequency but also Fire and EMS. It will not be need to be done in the 2016 budget. Mayor Cosgrove stated that if it becomes unplugged every repeater goes down there would be no radio communication. Councilmember Peluso questioned the amount and if it would cover the cost of a new shed. Manager Van Kruijning stated they are looking at a service oriented telephone type box.

PUBLIC WORKS:

DPW Superintendent Neggia was present.

Operating: Manager Van Kruijning went over the different departments within the DPW.

Roads: CFO Palermo noted that if there any funds remaining in the snow removal line, they will go into the trust fund.

Recycling: Manager Van Kruijning stated there was a reduction of salaries. He added the options for Cali Carting to do cardboard, co-mingle and yard waste pick up. CFO Palermo noted that the salary amount is being allocated to Cali Carting. Councilmember Swain wanted to see the analysis in the change they made to move to Cali Carting and if there were any savings. Manager Van Kruijning stated they would not be able to provide that until December 2016. Mayor Cosgrove mentioned the late Christmas tree pick up. Manager Van Kruijning explained that in 2015 they had received numerous complaints that the pickup was too early. So this year they pushed it back a few weeks to satisfy the complaints. Next year they will pick the trees up around the third week of January.

Electrical Service: Manager Van Kruijning stated they have given him more of a budget and increased some items.

Shade Tree:

Contractual Service - Manager Van Kruijning said there was a request for \$70,000 in 2015 and he stayed within budget so the same amount is allocated.

Sewer Department: Manager Van Kruijning stated there was a major increase for Contractual Service for generator repairs.

Buildings and Grounds: No questions were asked.

Maintenance Garage: CFO Palermo explained the Shared Service are line items they have to be included in the budget and are offset by the revenue they collect for Shared Services with the Board of Ed and the Borough of Hawthorne. Manager

Van Kruijningen informed them that the Borough is in preliminary discussions with Glen Rock to take on the preventative maintenance for their Fire Department which consists of either four or five cars.

Capital:

Manager Van Kruijningen reviewed the items he recommended particularly the following items

Administration - Manager Van Kruijningen explained that Cali Carting will start picking up from the Recycling Center in 2017 but we will have to replace six containers.

Air Conditioning Unit - Superintendent Neggia spoke about the catastrophic failure last summer of all four compressor units on the chiller unit. They met with Reiner, Carrier and Faust, the manufacturer of the compressor units. This chiller unit was designed to run on city water but the water should be maintained in an ionized state. The city water attacks metals in the chiller causing damage to the components. The recommendation of Carrier, Faust and Reiner was to use glycol to run the system. It will help protect the system. Manager Van Kruijningen added that the cost is \$25,000. Superintendent Neggia said they spend \$3,000 every year to winterize the units but with Glycol that is not necessary. Mayor Cosgrove asked if the four compressors were warranted. Superintendent Neggia confirmed they were but not for the labor. He estimated that they have spent between \$10,000 and \$15,000 for the maintenance. Manager Van Kruijningen stated it was his recommendation to make the switch.

There was a unanimous consensus to move forward with the switch to Glycol.

Vibratory Rammer - They are considering adding a line item in Operating Budget for expenses because they do not think it is necessary to be bonding it. Manager Van Kruijningen stated he was in favor of the purchase but would like to move it from Capital to the Operating Budget.

ENGINEERING:

Engineer Ken Garrison was present.

Operating: No questions were asked.

Water Utility Generation: Councilmember Swain wondered about various permits. Engineer Garrison explained that some of the cost was taken out of distribution instead of generation.

Water Utility Distribution: Mayor Cosgrove asked about the stone for backfill for water main breaks. Manager Van Kruijning explained a new line item was created for Stone for Backfill for Breaks. Due to last year's numerous breaks they have now dedicated a line to cover the expenses. Superintendent Neggia said they were trying to be more transparent instead of lumping all of the costs into one line item. He was buying stone under materials and CFO Palermo wanted to break it out to show what was being bought.

Capital:

Open Space and Park Improvements - Manager Van Kruijning explained that it is a place holder where they can draw from.

Borough Building Improvements - Manager Van Kruijning stated there was money in last year's budget to make improvements like windows but the air conditioning repairs used up most of the funds. The Municipal Building's roof repair and gutter replacement, along with the replacement of the Pistol Range roof and gutters will all be included in this line item.

Intersections Improvements - Manager Van Kruijning stated there were funds in this line item in the event that the Borough needs to do purchasing and upgrades to Fair Lawn Avenue and Saddle River Road. Mayor Cosgrove wondered about the progress of Morlot Avenue and River Road. Manager Van Kruijning said there were no more expenses for that intersection with the exception of the wiring and timing of the signal. Councilmember Swain wondered since the Municipal Building roof was being repaired if they would consider adding solar. Superintendent Neggia said it would be repairing the gutters and replacing some tiles that have slid down.

Roadway and Parking Lot Improvements - Manager Van Kruijning said this includes an additional \$300,000 which brings the total to \$1.5 million. They are trying to get more roads repaved and repaired. On average it costs \$300,000 per mile of road. Mayor Cosgrove questioned when Fair Lawn Avenue would be repaved and if the County was waiting for the bump outs to be done. Engineer Garrison stated they were receiving bids for the bump outs on March 1st. He assumed the County would be repaving the road in 2016. The County is waiting for the Borough to do the ADA ramps and to have their funding released.

Water Department Capital:

Replacement of Vehicle #953 - Manager Van Kruijning stated it is a truck with a plow.

Valve Maintenance Trailer System - Engineer Garrison described this as a trailer with a valve operating equipment. This would give them a backup. There is a valve replacement program going on right now.

Manager Van Kruningen discussed the various Infrastructure upgrade items.

Water Meter Replacement - Engineer Garrison explained it is a five year program. Right now they are replacing the commercial users which are 2.5% of the meters. These meters represent 18% of the water usage. They will be upgraded to radio frequency meters. Currently the meter readers plug in to the meter outside.

Manager Van Kruningen announced the next Budget Meeting is February 2nd which will be the wrap up. They will go over the smaller departments and personnel. The Borough Auditor will be present at that meeting.

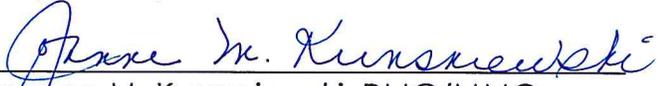
MISCELLANEOUS PUBLIC COMMENTS:

No one was present.

ADJOURNMENT:

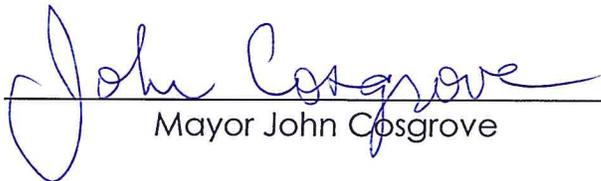
Upon motion by Deputy Mayor Lefkowitz and a second by Councilmember Swain, the Budget Meeting was adjourned at 10:05 p.m.

Respectfully submitted,

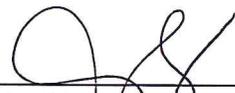


Joanne M. Kwasniewski, RMC/MMC
Municipal Clerk / Deputy Manager

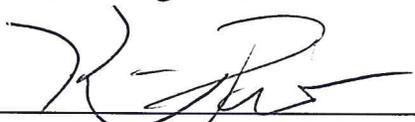
The undersigned have read and approve the foregoing minutes.



Mayor John Cosgrove



Deputy Mayor Amy E. Lefkowitz



Councilmember Kurt Peluso

Absent

Deputy Mayor Daniel Dunay



Councilmember Lisa Swain



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