

WORK SESSION OF MARCH 4, 2008

Mayor Weinstein called the meeting to order at 6:00 p.m. Municipal Clerk Kwasniewski read the following statement of compliance:

In accordance with the Open Public Meetings Act, notice of this special meeting of the Borough of Fair Lawn was published in the Record issue of February 28, 2008. Notices were also posted on the bulletin board located on the first floor of the Municipal Building and the Maurice Pine Free Public Library. Copies were mailed to The Community News and posted on the Borough of Fair Lawn Website. The notice identified the time and location of the special meeting.

PRESENT: Mayor Weinstein, Deputy Mayor Swain and Deputy Mayor Tedeschi, Councilmembers Baratta and Trawinski (late).

ALSO PRESENT: Manager Metzler and Municipal Clerk Kwasniewski.

ENGINEERING

Engineer Garrison was present. He indicated that he would be happy to answer any questions the Mayor and Council had on his budget.

Contractual Services – Mayor Weinstein wondered what was in this line item. Engineer Garrison indicated that he increased his request to include the maintenance for the first year for the computer network in this line item. CFO Eccleston indicated that he anticipated that after the first year the maintenance cost will be less as three of the employees will be trained by the company to be troubleshooters.

Professional Services – Deputy Mayor Swain wondered what this line item covered. Engineer Garrison explained that they have had this line item if it becomes necessary to hire a land surveyor if the Mayor and Council decides to sell a piece of property.

Other Expenses – This line item includes seminars, dues, and licenses.

Deputy Mayor Tedeschi asked for a summary of these type of expenses by Department this year.

CAPITAL

ENG 7.01 Road Resurfacing – Engineer Garrison explained that they are undergoing intersection improvements at Wagraw Road and Maple Avenue as well as Saddle River Road. The additional funds are needed for property acquisitions. The County will maintain the traffic signal. The County will not start construction until all the property has been acquired.

Deputy Mayor Trawinski arrived at 6:15 p.m.

Engineer Garrison continued that every three years the ride the entire town. Eac year they take off the roads that they did and do the top 50. The cost has increased drastically. They do apply for grants and have been successful in obtaining funds.

It was agreed to add joint paving projects to the next agenda of the Shared Services meeting since the Board of Education has not requested to be included in the Borough's bidding process in a number of years.

ENG 7.06 Improvements to Various Municipal Buildings – CFO Eccleston indicated that as they do the renovations some of the departments have not put in for file cabinets and desks so it was his recommendation to include \$50,000 to cover those items. He will put together a list of what the departments need. He noted that the Municipal Clerk and the Police Chief did put in a request but others did not.

Manager Metzler indicated that as part of the security for the court they have to put in bolt-down chairs but the carpet needs to be replaced before doing that. It will also be repainted but that will be done in-house.

Mayor Weinstein thanked Engineer Garrison for his presentation.

STATE AID CUTS - CFO Eccleston advised that the State cut \$403,529 in State aid. He is concerned that in 2009, they will cut even more. Deputy Mayor Tedeschi suggested that instead of taking it out of surplus at this point, he should make the adjustments in the State aid and the Mayor and Council should consider additional cuts. CFO Eccleston indicated that he will make the adjustment and send it to the Council. It is about \$40. They will not know the final numbers until the legislature approves the budget. They have changed the introduction date from March 11 to March 20.

Deputy Mayor Tedeschi wondered if they can show the residents what the municipal increase would have been before the State cut the aid on the tax bills. CFO Eccleston thought they would have to send a letter but they could not put it on the tax bill.

FIRE DEPARTMENT

Fire Chief Yuskaitis and Deputy Chief Carney were present. He stated that he reviewed everything with Manager Metzler and the CFO Eccleston. There are few increases that he believes are reasonable. He asked the Mayor and Council not to make cuts. The current budget is lower than in past years although he conceded that the maintenance has been taken out of his budget and put into the Maintenance Garage.

Miscellaneous – This line item is for the dinner.

Clothing and Uniforms – This number is based on the number of volunteers. They have to budget as if everyone will be getting the allowance although not everyone gets it.

Rent - This line item was increased by 3 percent. The Fire Companies pay their own utilities which have increased dramatically. They are paying the individual companies to house the apparatus. Company No. 2 is owned by the Borough.

Maintenance - Councilmember Baratta questioned the maintenance. Manager Metzler explained that pump testing and service are sent out although he starting to do some of that now.

Insurance - Councilmember Trawinski stated that wondered if the amount approved was accurate. CFO Eccleston indicated that he anticipated an increase but he does not have the exact premium yet.

CAPITAL

FD 1.02 Pagers - Some members do not have pagers. They have requested 15 new units.

Chief Yuskaitis stated the fire portables have the police frequency and the police have the fire frequency. Deputy Chief Carney indicated that they can also talk to other towns by switching frequencies.

Deputy Mayor Tedeschi wanted to know the number of calls that were answered in Paterson in 2007. Chief Yuskaitis thought it was 30 calls. Councilmember Trawinski thought this was a benefit they were providing to another town. CFO Eccleston indicated that man hours have no impact because they are volunteers. Councilmember Trawinski indicated that there is wear and tear on the equipment. Manager Metzler pointed out that Paterson has offered the Borough mutual aid.

FD 1.27 New Equipment – Chief Yuskaitis indicated that this line item is the equipment the individual companies ask for including radios, nozzles, hoses and generators.

FD 1.32 Communication Repeaters – This is an item that was not in the five year plan. Chief Yuskaitis explained that Officer Mergler does the police radios. He explained that the repeaters are from the late 1980s. They have requested that both the repeaters be replaced. They can do one this year and one next year but they would prefer to do it all this year. Manager Metzler indicated that the Police Department has the option to go over to the Fire Department. It is a redundant system in that if there is a total failure of the system, they could switch to the police frequency. Chief Yuskaitis added that if the fire frequency goes down, they are not able to page on that frequency,

Councilmember Baratta wondered about the fire suppression grenades. Manager Metzler stated that they were going to do a demonstration at the Police and Fire Academy but it was changed to June. The personnel will have the opportunity to see how they work.

Mayor Weinstein thanked them for their presentation.

LIBRARY

CFO Eccleston explained that the Library is an autonomous body.

Director Tim Murphy, Assistant Director Penny Kaplan Karen Charipper, President of the Library Board, and Bruce Rein, Treasurer of the Library Board were present.

Director Murphy stated that the Library Board lowered the book budget to keep the numbers more manageable. Other than salaries, the budget went down \$14,000. They are a service

organization because of the of the internet, the patrons can order books 24 hours a day so they have to fill those orders and call the patrons. .

Councilmember Trawinski stated that the Borough has created positions that would eliminate built in overtime. He wanted to know if they could do that to help decrease the Sunday overtime. Director Murphy indicated that almost all of the Sunday employees are paid at a flat rate. It would be difficult to engineer that since it is almost a separate work force. From Memorial Day to Labor Day there are no Sunday hours.

CAPITAL

They have requested \$19,700 in capital projects.

3.03 Steel Shelving – This item has the highest priority. Wall mounted shelving for the young adults on level C and then on the mezzanine to replace a wooden shelving unit that is 40 years old.

3.02 CD Display Units – The CD collection is very popular and rapidly growing. Without these additional units they would have to warehouse them in the back which has limited value because the patrons cannot ask for them if they cannot see them.

3.04 Table and Chairs - They have requested six folding tables for the meeting room to be used by the juvenile department. The new tables would allow the staff to set up the tables more efficiently.

3.01 – Sprinkler System – This item has the lowest priority. It was a suggestion from the Garden Committee. It would be an underground sprinkler system for the front and the side of the Library. Sprinkling is done by the volunteers as they can. It would help the appearance of the library.

Director Murphy indicated that 85% of their loans are to Fair Lawn residents and 15% are to out of town residents. They are the fourth busiest library in the County.

Mayor Weinstein thanked them for their presentation.

Manager Metzler advised that the EDC has requested permission to come before the Council to make a budget request for funding. They can come next Tuesday. It was agreed to invite the Ambulance Corps. and OEM to a budget meeting next week. They will meet at 6:30 p.m.

MUNICIPAL CLERK

Municipal Clerk Kwasniewski stated that the largest expenditures in her budget include the cost of elections and legal advertisements. Legal advertisements are based on the Mayor and Council. The more ordinances they adopt, the greater the expense for ads. That also increases the cost of updating the Borough's code.

She explained the dramatic increase in the election line item. She explained that the largest cost for any election is the bill from Bergen County. The bill for the last election was \$21,000.

The County is going to submit their costs to the State for reimbursement. They will also submit the Borough's cost. There is not enough money to cover everyone's expenses. She is hoping that the County will get sufficient funds to cover their expenses and some of the 70 municipalities' cost.

CAPITAL

MCLK 25.01 Furniture and Office Equipment - Municipal Clerk stated that the only item she has requested is furniture and carpet for her new offices. They will be moving soon. The paint and the carpet is the same throughout the entire floor.

ADMINISTRATION

Manager Metzler explained that there are five employees in Administration. All of the expenses for the copiers have been moved to the Administration.

CAPITAL

ADM 1.02 Electronic Sign Board – This item would have the same brick framing that the Rotary donated but would be replaced with the digital board. The messages would be posted from the Manager's office.

ADM 1.03 Computer Equipment – Although the purchases are going through the Manager's office, this is the final phase of the acquisition for the computers for the networking. In the first phase, a consultant evaluated all the hardware and made a determination on which could be upgraded, which could be primary terminals for Department Heads and which ones could be handed down. CFO Eccleston indicated that each department submitted the requests individually but the consultant will review the requests before making any purchases. Everything will be bought in bulk.

Councilmember Trawinski indicated that he was not comfortable with the recommendation as it is. He wanted to see it again after the LAN consultant reviews it. CFO Eccleston stated that he will have the revised figures before he prepares the bond ordinance. of the overtime is for emergency response, i.e. snow removal, leaf removal and water main breaks.

ADM 1.04 – Acquisition of Land and Improvements/Matching Funds – This line item contains the money for the turf field and the acquisition of land around the Maple Avenue intersection if necessary. Manager Metzler indicated that they should not earmark these funds for the acquisition of open space because then they are limited. CFO Eccleston indicated that they can use it for that purpose if they want to.

Deputy Mayor Tedeschi reminded CFO Eccleston that he was going to give them a list of all the outstanding ordinances.