

## BUDGET MEETING OF FEBRUARY 5, 2005

Mayor Ganz called the meeting to order at 8:30 a.m. Assistant Municipal Clerk Bojanowski read the statement of compliance with the Open Public Meetings Act.

**PRESENT:** Mayor Ganz, Deputy Mayor Etlar and Deputy Mayor Weinstein, Councilmembers Caan and McCarthy.

Also present: Manager/Municipal Clerk Kwasniewski, Assistant Municipal Clerk Bojanowski, Attorney Lustgarten and CFO Eccleston.

Mayor Ganz welcome everyone to the first of several budget meetings. The Council will review the budget line by line for each department. He felt this was a tough budget years. His intention was to go through the budget, take comments and then finalize everything at the end. Regarding Capital purchases he would like to take advantage of the County's banking plan since there will be no down payment required.

Deputy Mayor Etlar stated he agreed with Mayor Ganz's remarks. He felt they should be careful about what they bond.

Deputy Mayor Weinstein stated there are issues of safety but as a general premise, he would like them to cut the capital budget requests in half.

Councilmember Caan had no comments to make.

Councilmember McCarthy had no comments to make.

Manager/Municipal Clerk Kwasniewski stated she had asked the Department Heads to cut their budgets and to be careful with their requests. They would have to weigh the cost of everything. Mayor Ganz stated the Bergen Municipal Bank program and the Cop Car program, that he was able to initiate as a Freeholder are still available. About three and a half to four million dollars worth of funding is available for municipalities to draw upon. CFO Eccleston stated the Manager's Budget was introduced at the same tax rate as last year, which is 17.2, that was the ending final budget and this is the starting point this year. e were able to get it down to last years tax increase. This year there is a \$160,000 deficit in operating revenues, with the exception of the Municipal Court which had an increase. Surplus is only down about \$250,000 but it does have an impact on the overall budget outlook. Even though the final settlements and pending settlements may be a little higher, total salaries are up 3.30 because of a large group of retirees leaving at the higher salaries and newer employees starting at the lower salaries and smaller steps. He projected overtime, he used last years overtime at the new rate.

Garbage and trash removal is up \$260,000 as a result of the new contract. Employee benefits has a 17% increase. Pensions are the largest increase which is over \$200,000 from the Pension System from the State of New Jersey. It will go up \$200,000 for the next five years to a maximum of \$780,000.

The Departmental Budgets are only up 2.73, which is \$58,000. Debt service is up 28%, which is the reflection of the bonding for the Arts Center and the Capital projects. The rest of the debt service is coming down. Passaic Valley is an exact bill which is up \$177,000. The Library is up over 6%. It has its own budget and its own health benefits, social security. They are not required to stay within the Cap because they have to put all of the expenses in their particular budget.

Utilities are up \$84,000 reflecting the cost of energy last year. It is close to what was actually spent. The self insurance fund is only \$5,000, which is the unemployment fund. The Capital Improvement Funds include \$242,000 which is actually way over the capital improvements they have proposed. If the Council decides to use with the Bergen County Improvement Authority, he probably would only need \$90,000.

Emergency Appropriations is the first installment of the tax maps and the revaluation. The budget will include \$102,000 for the next five years.

The Water Utility surplus is down from \$209,000 to \$184,000. It was a very rainy year so the usage was down which resulted in a deficit in revenue of about \$90,000. A \$.17 increase in the water rate is needed.

**Recreation:**

Superintendent Frey and Young were present.

**Parks and Playgrounds:**

561-20-13 - Office Supplies: This line item was reduced from \$100.00 to \$25.00.

561-20-17 - Department Supplies: This line item was reduced from \$21,600.00 to \$19,564.00

561-20-19 - Dept. Equipment Maintenance: This line item was reduced from \$12,000.00 to \$11,854.00.

561-20-26 - Building Maintenance: This line item was reduced from \$500.00 to \$493.00.

561-20-28 - Contractual Services: This line item was reduced from \$34,000.00 to \$30,600.00.

561-20-32 - Clothing, Uniforms, Shoe: This line item was reduced from \$2,400.00 to \$2,200.

561-20-17 - Department Supplies: This line item was reduced from \$16,100.00 to \$14,000.00.

561-20-28- Contractual Service: This line item was reduced from \$4,000.00 to \$3,850.00.

Celebration of Public Events:

561-20-67 - Special Events: This line item was reduced from \$21,000.00 to \$14,900.00.

Capital Items:

Scoreboard: Superintendent Frey explained that this is a manual scoreboard to be installed at Schmidt softball field at Memorial Park. He felt that it could be held off until next year. Mayor Ganz suggested that the scoreboard be purchased this year.

Improvements to Playgrounds/Parks (Swings): Superintendent Frey stated this project is for a specialized swing seat for the physically challenged to be placed at each playground. Mayor Ganz suggested that he apply for CDBG unprogrammed funds.

Improvements to Playgrounds/Parks (Benches): Superintendent Frey explained that this project would be the replacement of wooden park/players benches throughout the Borough's parks and fields. Mayor Ganz suggested that he apply for grants and that an adopt a bench program be utilized. Superintendent Frey stated they use that program already. He stressed they are getting away from wood benches and now using the recycled plastic benches.

Improvements to Playgrounds/Parks (Borders): Superintendent Frey stated this project is for playground borders made of plastic to replace the wooden ties around the perimeter of all play apparatus. Mayor Ganz suggested he look into grants for this project.

Riding Mowers / Landscaping Equipment: Superintendent Frey described the following items he was requesting: Gil Pulverizer, Aerator, Jacobsen Turfcut Riding Mower, 16' x 6 1/2' trailer, 12' x 6 1/2' trailer, walk behind mower, Rhino fine cut mowers and tow behind leaf loader. Mayor Ganz asked what the cost would be to replace the axles on the trailers. Deputy Mayor Etlar said he could not see why the trailers couldn't be fixed. Mayor Ganz suggested they defer discussing these items until Deputy Mayor Etlar and Councilmember McCarthy make an inspection.

Improvements to Playgrounds/Parks (Field Rehab): Superintendent Frey stated this project is for improvements to Memorial Middle School Field. It would include the addition of a sprinkler system to the adjacent soccer field, top dress the soccer field, fertilizer and seed and the addition of a new backstop. He explained that this project is the field renovation program with the Board of Education. The Borough and the Board each put forth funding

for the projects as they have done in the past. He felt if this project was not done, the main

portion, the soccer field, will remain dirt in which the children/adults will not have an adequate playable field. The backstop is over thirty years old and does not meet proper codes. Councilmember McCarthy suggesting that Superintendent Frey look into County funds since there are two units paying for it. Superintendent Frey will contact the County. Improvements to Playgrounds/Parks (Court Rehab): Superintendent Frey stated this project is do the color coating and the striping of courts (Berdan Grove/TJ Tennis courts). He stated that this continues the Borough's maintenance program. The color coating also includes repairs to small divots, repairs to puddling, fresh color application and striping of the courts. Superintendent Frey informed the Council he did not need the \$50,000 he originally budgeted. He will only need \$15,000 since there is money still left from last year's bond ordinance.

Senior Center: Superintendent Frey stated this would be replacing the tables, chairs and kitchen apparatus. He suggested holding off until next year. Mayor Ganz suggested that it be done this year. CFO Eccleston suggested applying for CDBG funds.

Improvements to Playgrounds/Parks (Canger Circle): Superintendent Frey stated this is for the rehabilitation of Canger Circle at Memorial Park. The present facility has worn out benches and cracked cement. This project is in cooperation with the Fair Lawn Rotary. Deputy Mayor Etlar understood that Rotary will pay for half of this project. The Borough would be responsible for \$3,250.00.

Improvements to Playgrounds/Parks (Basketball Lights): Superintendent Frey explained that this would be to purchase and install athletic lights for Berdan Grove basketball court. He said that he had applied for a grant and has been told the Borough will receive \$17,500. Deputy Mayor Weinstein asked for the update on the field. Attorney Lustgarten inquired if there was a noise problem when kids play at night. Superintendent Frey explained that the lights are on a timer which goes off at 10:30 p.m.

Renovation to Borough Hall Parking Lot Strips: Superintendent Frey explained the project would be for the parking lot strips in the main parking lot and to have tree guards installed and the rest of the strip cemented. Manager/Municipal Clerk Kwasniewski stated they would put concrete instead of shrubs. Mayor Ganz suggested that when they plow the parking lot they shovel a path between the two parking lanes.

Vehicles, Trucks, Tractors: Superintendent Frey stated they would need the following equipment, one utility tractor, one boomer compact tractor, two 2005 GMC pickups and one 2005 Jeep. Mayor Ganz asked why he is requesting it this year. Superintendent Frey stated that it was recommended by the Borough Mechanic. The tractors they have are from the '60's and '70's and parts have become unavailable. Deputy Mayor Etlar stated he understood the need for the tractors but wondered why he could not hold off on the Jeep and GMC pickups. Young stated there is a lot of wear and tear on these vehicles. This vehicle in particular is used to plow Radburn. Mayor Ganz suggested buying off the State

contract. Superintendent Frey said they do buy off the State contract and he will get more

information from the mechanics. Mayor Ganz asked that this be deferred until they receive more information.

Improvements to Playgrounds/Parks (Picnic Tables): Superintendent Frey stated that every year they purchase 10 recyclable material park picnic tables. He said that last year they did not receive funding for this item. Their plan was to replace the old wooden picnic tables with the recyclable material ones for a longer life. These tables are used in the picnic grove at Memorial Park and parks throughout the Borough and for the camp programs. Mayor Ganz stated the long term goal has been to replace the picnic tables over the next five to ten years.

Improvements to Playgrounds/Parks (Memorial / Walsh Pools): Mayor Ganz asked if the price he has listed was the actual cost. Superintendent Frey stated he was working with the Engineering Department to get proposals.

Safety Equipment: Young stated the safety equipment was road blocks, traffic cones, road vests, safety jackets, safety lights and safety signs. He stated that they have borrowed these items from other departments and sometimes run into conflicts when they cannot use the other department's equipment. Deputy Mayor Etler stated he would like to see the cost of these items detailed. Deputy Mayor Weinstein felt there should be one place where all these safety items are kept so that all of the departments could use them. Councilmember Caan stated that the other departments want the same things which total between \$48,000 - \$50,000. Manager/Municipal Clerk Kwasniewski stated that at times everyone needs the same items and then there will not be enough when there is a major problem. Councilmember Caan felt they should wait to see what all of the departments need.

Defibrillators: Councilmember Caan questioned if Superintendent Frey put the defibrillators in his budget. Deputy Mayor Weinstein suggested asking the Sunrise Rotary if they would donate one of them. Mayor Etler stated he did not want the defibrillators if the Borough had to pay for it.

Clay: Deputy Mayor Weinstein wondered if the clay was in this year's budget. CFO Eccleston questioned if it was put in the ordinance last year and whether he budgeted for that. Manager/Municipal Clerk Kwasniewski stated that Superintendent Frey will get the figures together. She will make sure the clay gets done this year.

Deputy Mayor Weinstein left the meeting at 10:15 a.m.

### **Engineering:**

Engineer Garrison was present. Mayor Ganz asked him to give an overview of his department. Engineer Garrison stated the department was small. He has brought in interns which have worked out well. George Brouca comes in 35 days a year as a consultant.

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515-10-02 - Wages: This line item was reduced from \$30,000.00 to \$25,700.00.

515-20-14 - New Office Equipment: This line item was reduced from \$700.00 to \$500.00.



Water System Improvements: Engineer Garrison explained that the elimination of dead ends or undersized mains will help increase water pressure and flow characteristics. This project will also replace outdated hydrants. Mayor Ganz asked for a list of where the hydrants are located.

Well House & Pump Station Renovations: Engineer Garrison stated this project is for the rehabilitation of well houses and pump stations, including fencing, doors, windows and roofing replacement. The structures must be maintained and secured to insure NJDEP approval as well as equipment protection.

Painting Water Storage Tanks: Engineer Garrison explained that this project was for painting the exterior and interior of the water storage tanks. The water tank structures must be maintained and secured to insure NJDEP approval. Mayor Ganz questioned what concerns he may have if the Borough allowed a carrier to put antennae's on the legs of the tank. Engineer Garrison stated the smallest problem would be that the legs would have to be repainted. Mayor Ganz felt the Borough could include the cost to repaint them. Engineer Garrison stated his concern was if they weld on the tank they might damage it. He also was concerned about safety and access to the area. Attorney Lustgarten was concerned about the integrity of the tank and the cost to totally rebuild it. Councilmember Caan spoke about the spill area. Engineer Garrison stated he would get figures for the spill area. He also was concerned about contamination.

2-Inch Dewatering pump and 4-inch Trash pump: Engineer Garrison stated this project is to purchase a new 2-inch, single phase dewatering pump and a 4-inch trash pump with suction and discharge hoses. He stated that both pumps are used in the system for various reasons, such as pumping out clear well at the air strippers and water during main breaks. They cannot borrow Sewer's pumps due to the contamination factor and need to upgrade what they presently have.

Snow Blower: Engineer Garrison stated this was to purchase a new 11 hp, self-propelled 36-inch cut snow blower. The present snow blower is 15 years old. The Water Department has approximately 3,000 feet of sidewalk around Cadmus Place plus all the water pump stations and other Borough pathways and properties to clear each snow storm. Presently this is done by hand or the old unit if it can be kept running. Mayor Ganz asked that the State contract be checked.

Computer and Printer: Engineer Garrison asked to purchase a new computer, printer and fax machine. The current computer and printer were second generation hand me downs from two different departments. Mayor Ganz stated he has an issue with the price and suggested checking the State contract for computers.

Electric Power Generator: Superintendent Conte explained that at present time, Water Generating often borrows a generator from other divisions within the D.P.W. If there was a large area power outage, their resources would be limited. This unit would also assist

the power space heater as needed which would limit damage exposure from freezing conditions. It would also be used for night repairs.

Miscellaneous Power Tools: Superintendent Conte said this item is for a heavy duty hammer drill, a chop saw, a portable table saw, a heavy duty cordless combination hammer drill, drill press, heavy duty jig saw and miscellaneous tools. This item was taken out of last year's budget. Deputy Mayor Etlar asked for the actual costs of these items.

Miscellaneous Safety Equipment: Manager/Municipal Clerk Kwasniewski stated this has already been discussed and she will talk about it to the departments. Attorney Lustgarten felt a central inventory of all these items would be good. Superintendent Conte wondered if it was bought in bulk where would it be stored.

DPW - Buildings and Grounds:

515-10-02 - Wages: This line item was reduced from \$19,100 to \$15,600.

515-20-17 - Department Supplies: This line item was reduced from \$20,000 to \$19,000.

515-20-26 - Building Maintenance: This line item was reduced from \$1,100 to \$1,050.

Maintenance Garage:

521-20-23 - Auto, Truck & Equipment Maintenance: This line item was reduced from \$50,000 to \$48,000.

521-20-28 - Contractual Service: This line item was reduced from \$90,000 to \$85,000.

Road Repair and Maintenance:

531-2017 - Department Supplies: This line item was reduced from \$9,000 to \$8,000.

531-20-21 - Department Materials: This line item was reduced from \$8,000 to \$6,400.

Sewer System:

541-20-17 - Department Supplies: This line item was reduced from \$45,000 to \$43,000.

Capital:

MODIS - Snap on Hand Held Car and Truck Diagnostic Computer: Superintendent Conte stated this a hand held diagnostic computer system which will plug into the vehicles computer brain and allow the user to either re-program and correct malfunctions or diagnose the exact problems with the vehicle. The current system in the Maintenance garage is limited and covers only automobiles up to the year 2003. The new system will cover both cars and trucks and will allow them to diagnose problems and meet all the

regulations as required by the State. Mayor Ganz questioned how many vehicles were older than 2003. He also wondered if the new unit would have updates. Deputy Mayor Etlar felt it was not necessary. Superintendent Conte said this enables the work to be done

in house.

Automotive Air Conditioning System Repair Equipment: Superintendent Conte stated this is for various diagnostic, vapor recovery and recharging systems for all vehicles. Deputy Mayor Etler stated he saw no delineation of equipment. Superintendent Conte stated the new Federal regulations state that Freon cannot be vented into the air.

Plasma Cutter Tool: Superintendent Conte stated this assists the user in cutting various metals and metal stock to a finer tolerance without allowing for waste of materials. Repairs to snow plows and truck bodies require metal work. A plasma cutter is cost effective versus old style cutting with a torch and is more precise.

#### Roads:

Garage Roof: Superintendent Conte stated that the present roof is leaking in many locations. The roof has been patched over and over. The leaks have caused damage to the equipment.

Street Signs: Deputy Mayor Etler thought all of the signs were in place. Superintendent Conte stated some areas have not been done yet. CFO Eccleston stated they always spend this amount on signs. Mayor Ganz asked for a list of streets that still need signs.

Mason Dump with Plow: Superintendent Conte explained this would replace a 1989 small salter truck that frequently breaks down and cannot be depended on for salting or plowing. This truck would be used to plow and salt the dead ends and Borough owned lots. This truck was deferred last year.

3/4 Ton Pick Up: Superintendent Conte stated this could be held off until next year.

Construction Trailer: Superintendent Conte stated this trailer is used to move large catch basins and to also move large guard rails within the Borough. It can also carry block and bricks.

#### Buildings and Grounds:

Walsh Pool Sports Complex: Superintendent Conte stated this project would be the installation of new ceramic tile floors in the bathrooms along with five new toilets. Currently, the toilets in the complex are no longer suitable for public use due to vandalism, age and disrepair. The current bathroom floor in both the men's and ladies room is painted cement. Each year the floors get painted, the paint bubbles up and peels due to dampness and water which creates an unsanitary condition.

There was a unanimous consensus to authorize this project.

Office Furniture: Superintendent Conte said this project was to purchase new office furniture including a computer desk, tables and chairs since all of the furniture in this division has come from hand me downs that have been repaired numerous times. It was

agreed to hold off on this until next year.

#### Shade Tree:

Computer: Superintendent Conte stated the present computer is used on a daily basis. Everything the Shade Tree Department does is entered into this computer, including all time sheets, works orders and planting information. The present computer was purchased in 1999. Mayor Ganz asked that he get a number from the State contract.

Purchase New Trees and Contract Planting New Trees with Root Barriers: Superintendent Conte stated this is the required amount to spend to remain as tree city.

Fire Detection and Sprinkler System: Superintendent Conte stated this project was to install a early fire detection and sprinkler system in the Shade Tree garage. The Shade Tree Division had moved into the old Hazmat Building at the DPW Complex on Saddle River Road. All safety inspection since then have recommended the installation of a fire detection and sprinkler system. Since there is a lot of expensive equipment in the building, an early warning system would save that equipment. Manager/Municipal Clerk Kwasniewski stated that JIF says the Borough should have this system.

Aerial Bucket Truck: Superintendent Conte explained that this truck would replace the 1994 aerial bucket truck they presently use. This past year there has been some very costly repairs to this truck. This is the only truck of its kind in the Borough. Superintendent Conte stated they can no longer certify that it is safe. Mayor Ganz asked if it could be deferred until next year. Superintendent Conte explained that the motor had to be replaced also along with it not being safe.

3/4 Ton, 4-Wheel Drive Pickup with Snow Plow: Superintendent Conte stated this item could be deferred until next year.

#### Recycling:

Garbage Truck with Plow, Safety Lighting and Radio: Superintendent Conte explained that this vehicle would replace garbage truck 9642 which is a 1991 truck. It has cross member rusting and the engine is worn and tired. The packer system does not compact the materials as much as it once did, resulting in less material being able to be transported. Mayor Ganz asked him to get the real figures on it.

Roll Off Truck with Snow Plow Attachment: Superintendent Conte stated this is a second roll-off truck but it is on its last legs and is only good as a spare. It is nearing 100,000 miles. He felt that not having a reliable roll-off truck would be catastrophic for the Department. Deputy Mayor Etler thought the truck had a lot of life left in it.

Bobcat with attachments: Superintendent Conte explained that is Bobcat is used to load materials into the recycling dumpsters and to move items around the complex that are too small for the bucket loader or in areas that the bucket loader will not fit. Due to the size of

the equipment, summer help will not need a CDL license to drive it. The Bobcat is a critical piece of equipment at the Recycling Center. Mayor Ganz asked what the current age is of the Bobcat. Superintendent Conte said it is a 1989. They have had trouble keeping it running.

20' x 20' Storage Shed: Superintendent Conte stated the Recycling Center currently has no storage for larger items such as recycling barrels, garbage cans, cones, tools, etc. Recycling distributes the barrels to the residents and needs these items to be located in an areas near them. Mayor Ganz felt the \$10,000 cost was too high. He suggested that he check his figures.

#### Sewer:

Improvements to Sanitary Sewer System: Superintendent Conte stated that this project would be to make repairs and / or replacement of various collection system appurtenances. He said that Passaic Valley has given the Borough an ultimatum to change the valves.

Improvement to Sanitary Sewer Lines: Superintendent Conte stated this would allow for the repair and replacement of sanitary sewer lines and other appurtenances within the system that are either too deep in the ground or are too large of a project for us to handle with our present manpower and equipment. Mayor Ganz asked how many feet of sewer line was involved. Superintendent Conte stated he would get him a list.

Painting of Sewer Pump Stations: Superintendent Conte stated this project could be held off until next year.

#### Electrical:

Laptop Computer: Superintendent Conte stated this item could be held off until next year.

#### DPW Administration:

Fuel Management System / Front Security Gate / Fuel Tank Monitoring System: Superintendent Conte stated the present fuel management software is corrupted and they cannot remove any data from the program. The security gate at the DPW Complex on Saddle River Road is worn out and parts are no longer available to repair it. The pedestal card reader terminals are rusted and obsolete. The fuel tank monitoring system will supply them with accurate information on fuel management. Deputy Mayor Etler stated this would be a quantum leap. Mayor Ganz asked if it would generate reports.

Computer and Printer: Superintendent Conte stated this computer and printer would be dedicated just to the fuel management system. Mayor Ganz felt the \$2,000 price was too high and suggested he get a lower price for it.

#### **PUBLIC COMMENT:**

No one wished to be heard.

**ADJOURNMENT** - Upon motion of Councilmember McCarthy and a second by Councilmember Caan the meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Marilyn B. Bojanowski, RMC  
Assistant Municipal Clerk

The Undersigned have read and approve the foregoing minutes.

David L. Ganz, Mayor

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Councilmember Allan Caan

Deputy Mayor Martin Etler

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Councilmember Owen McCarthy

Deputy Mayor Steven Weinstein