

BUDGET MEETING OF FEBRUARY 1, 2003

Mayor Ganz called the meeting to order at 8:43 a.m. Assistant Municipal Clerk Bojanowski read the statement of compliance with the Open Public Meetings Act.

PRESENT: Mayor Ganz, Deputy Mayor Etler and Councilmembers Amato and Caan.

Also present: Acting Manager Municipal Clerk Kwasniewski, Assistant Municipal Clerk Bojanowski and CFO Eccleston.

Auditor - Auditor Steve Wielkocz was present. He stated the Council was looking at a ten to eleven percent tax increase. He suggested they introduce the budget as soon as possible and apply for extraordinary aid from the State. A lengthy discussion followed regarding the good and bad points of applying for aid.

There was a unanimous consensus to apply for extraordinary aid this year as outlined by the Auditor.

Engineering - Engineer Ken Garrison was present. Mayor Ganz asked why he asked for a slight decline in regular salaries and less than what was asked for in last years budget. Engineer Garrison stated that in the past couple of years he has not used the special services agreements that much so the line item was dropped from \$9,000 to \$7,000. Engineer Garrison stated they use the services for such things as vacating streets.

515-10-02 Wages - This line item was reduced from \$10,000 to \$7,500.

515-20-13 Office Supplies - This line item was reduced from \$500 to \$400.

515-20-14 New Office Equipment - This line item was reduced from \$800 to \$700.

515-20-76 Expenses - This line item was reduced from \$2,000 to \$1,700.

Capital Items:

Geographic Information System - Mayor Ganz stated it was his recollection that the Council did not want to purchase a GIS. Engineer Garrison stated he did not get approval for this last year and he decided to put it off another year because the County is doing work on the tax maps which is the base. Deputy Mayor Etler wondered why if they had the ability to get these services from the County does the Borough have to purchase it. Engineer Garrison explained that it gave them the base maps and the base drawings. One thing that has not been done in the Borough since 1960 was an ariel flight over town. The town has changed dramatically since 1960. The maps that are currently used are all based on the 1960 paper drawing. The base maps could be overlaid with all the new information. Mayor Ganz wondered about NASA flight over. Engineer Garrison explained it did not have the correct scale. Engineer Garrison stated he put it off until next year to see what the County will do.

Sanitary Sewer System Improvements - Engineer Garrison explained that there are small projects that included minor rehabilitation to the sewer mains, manholes, sewer laterals, etc., the major part of it is three pump stations. The trouble they are running into is that a lot of the equipment is computer generated. Deputy Mayor Etler stated the federal government has put new restrictions on water drainage from the roadways. Engineer Garrison explained the new storm water management program and when it goes into effect. The guidelines will come from the DEP in June or July but felt that the Borough already does a lot of it.

Municipal Building Internet Wiring - Engineer Garrison stated Internet usage will be increasing since everything is online. He explained that unlike home usage the Borough is paying phone charges. A T-1 line would pay for itself in five years. With cable there are other options. It was his understanding that the Borough was negotiating with Cablevision. He suggested that as part of the new contract they supply the municipal building with the cable hook up. Mayor Ganz stated he sits on that committee and that suggestion has already been added to the list. Acting Manager / Municipal Clerk Kwasniewski brought up virus protection. Mayor Ganz asked Acting Manager / Municipal Clerk Kwasniewski to determine how each department protects its computer. He also suggested an inventory of all of the software in the Borough be prepared. Councilmember Amato wanted the employees to be reminded of copyright laws.

Attorney Lustgarten advised that this should be coordinated with Cablevision. He suggested the Engineer send a letter to the Cable Television Committee telling them what is needed.

Water Utility - DPW Superintendent Maslo was present. CFO Eccleston reported because of the drought last year less water was consumed. This year should be back to normal. Borough Engineer Garrison stated they should expect rate increases from Passaic Valley Water and United Water. Mayor Ganz suggested the water rate be reduced.

There was a unanimous consensus to prepare an ordinance reducing the water rate by .02 cents per gallon.

Capital Items

Painting exterior and interior of three ground water storage tanks - Borough Engineer Garrison explained that wear and tear on the tanks and the necessary upkeep. CFO Eccleston felt the timing was right since the Water Utility fund could afford the debt service. Borough Engineer Garrison stated painting would begin in March of next year or in the fall.

Replace 5 Ton Dump Truck with the Snow Plow - DPW Superintendent Maslo explained the truck that will be replaced is a 1988. Deputy Mayor Weinstein asked for an inventory of all of the trucks and what they would be used for besides their initial purpose and their useful life.

Office Copier - Councilmember Caan questioned how complicated this machine would be and it seemed like it could be purchased for a lot less. Mayor Ganz suggested to find it on the State contract.

Cadmus Main Plant Furniture and Carpet - DPW Superintendent Maslo stated the furniture they have now is handed down from other departments. The Mayor and Council agreed to allow the purchase of furniture and carpet.

Borough Engineer Garrison left at 10:30 a.m.

Department of Public Works - Deputy Mayor Etlar wonder about the cost of maintenance of the Art Center. DPW Superintendent Maslo said the cost of heating and electricity was \$26,000. A discussion followed regarding the merits of keeping the Arts Center open. Mayor Ganz felt there was no reason to keep the Art Center open any longer.

Administration of DPW

515-20-14 New Office Equipment - This line item was reduced from \$800 to \$400.

515-20-76 Expenses - This line item was reduced from \$800 to \$600.

515-20-16 Printing & Stationery - This line item was reduced from \$200 to \$150.

515-20-19 Department Equipment Maintenance - This line item was reduced from \$400 to \$300.

There was a unanimous consensus to decrease the Administration of the DPW current fund by \$750.00.

Maintenance Garage

521-20-18 New Department Equipment - This line item was reduced from \$1,700 to \$1,400.

521-20-28 Contractual Service - This line item was reduced from \$95,000 to \$70,000. A lengthy discussion took place regarding repairing or replacing a garbage truck.

There was a unanimous consensus to authorize the purchase of two new garbage trucks.

521-20-76 Expenses - This line item was reduced from \$400 to \$200.

Road Repair & Maintenance

531-20-78 Radio Service - This line item was reduced from \$300 to \$0.

Recycling Program

531-20-16 Printing & Stationery - This line item was reduced from \$6,500 to \$5,800.

531-20-17 Department Supplies - This line item was reduced from \$7,000 to \$5,200.

531-20-78 Radio Service - This line item was reduced from \$500 to \$0.

Sewer System

541-20-17 Department Supplies - This line item was reduced from \$47,000 to \$46,000.

541-20-78 Radio Service - This line item was reduced from \$500 to \$0.

Shade Tree

515-20-18 New Department Equipment - This line item was reduced from \$1,700 to \$1,100.

515-20-19 Department Equipment Maintenance - This line item was reduced from \$7,500 to \$7,000.

Capital Items:

Maintenance Garage:

Personal Photo Copier - Mayor Ganz felt that a personal copier was not designed for the needs of the office and suggested DPW Superintendent Maslo look into a different system and come back to the Council.

On-Demand Auto & Truck Diagnostic Software for Computer - DPW Superintendent Maslo stated this was propriety software system which reads the computer chips in the vehicles.

DPW Roads:

Street Signs - Mayor Ganz made a proposal through the Manager to have the signs made larger,

Safety Equipment - DPW Superintendent Maslo explained how the Department of Transportation regulates the signs on how they look and where they should be located. He informed the Council that the Yield to Pedestrian signs were costly to replace. Attorney Lustgarten felt they should be more reflective.

Repairs to Road Department Garage - This item was deferred until next year.

DPW Recycling:

Recycling Center Expansion - This item was deferred until next year pending obtaining the specifications for the project.

DPW Administration:

Upgrade Computer System - DPW Superintendent Maslo explained the computers in his office are old and extremely slow. This item was approved for \$2,000.

Upon motion by Deputy Mayor Weinstein and a second by Councilmember Caan, the meeting was recessed at 12:50 p.m.

Upon motion by Deputy Mayor Etler and a second by Deputy Mayor Weinstein, the meeting was reconvened at 12:54 p.m.

Health and Human Services - Health Officer Carol Wagner was present.

Capital Items:

Internet Connection - Mayor Ganz suggested this be addressed borough wide.

A lengthy discussion followed regarding the Small Pox vaccination. Health Officer Wagner explained that the program is very labor intensive as it will take one hour to screen each person.

Mayor Ganz asked if there was a way to identify people at risk. Health Officer Wagner explained those at risk would be screened first.

ADJOURNMENT - Upon motion of Deputy Mayor Etler and a second by Deputy Mayor Weinstein the meeting was adjourned at 1:15 p.m.

Respectfully submitted,

Marilyn B. Bojanowski, RMC
Assistant Municipal Clerk