

BUDGET MEETING OF THE MAYOR AND COUNCIL
HELD AT THE
MUNICIPAL COURT /COUNCIL CHAMBERS
10 LAWLOR DRIVE, OAKLAND, NEW JERSEY
WEDNESDAY APRIL 5, 2017

MEETING CALLED TO ORDER: By Council President Talamini at 7:05 pm.

ROLL CALL: Council President called the meeting to order and the Clerk called the roll.
Present: Councilmembers Biale, Coira, Knapp, Kulmala, Talamini, Visconti. Absent:
Mayor Schwager. Also Present: Lisa M. Duncan, Borough Clerk; Richard Kunze,
Borough Administrator.

SALUTE TO THE FLAG:

MOMENT OF SILENCE:

MEETING ANNOUNCEMENT: Council President Talamini announced this meeting is being held in accordance with the Open Public Meetings Law duly announced and included in the schedule of regular meetings.

MOTION TO EXCUSE ABSENSE:

On motion of Councilman Knapp, seconded by Councilman Biale, the absence of Mayor Schwager be excused.

ROLL CALL: All yeas, Councilmembers Biale, Coira, Knapp, Kulmala, Talamini, Visconti.

DEPARTMENT OF PUBLIC WORKS:

Superintendent Anthony Marcucilli was in attendance to discuss the Department of Public Works' budget. He explained there are 18 crew members that work in seven divisions including Streets and Roads, Stormwater Management, Buildings and Grounds Maintenance, Garbage and Recycling, Water Utility and Sewer Utility.

Mr. Marcucilli explained that the Borough pumps 600,000 gallons per year of water. There are 60 miles of road in the Borough and 13 to 15 are County roads. He explained that the Borough plows the County roads and is paid an hourly rate plus is reimbursed by the County for salt used. Councilman Talamini asked if the Borough didn't plow the County roads, if they would get done in a timely manner. Mr. Marcucilli responded that he likes to maintain the County roads. Mr. Marcucilli advised that he has been receiving calls regarding potholes on East Oak Street. The DPW will take care of large holes but that road will be paved this year. Councilman Visconti commented that although there are always some residents that complain, most residents appreciate the work the DPW does in the Borough.

Mr. Marcucilli advised that all items in the budget that can be controlled are flat except for Streets and Roads. One reason is due to the street sweeping contract. Mr. Marcucilli explained that the Road Maintenance and Materials line is up \$ 5,000 based on the cost of materials. The Shop Equipment line is up \$ 2,000 due to the need to an upgraded air compressor. Councilman Biale asked about the street sweeping contract. Mr. Marcucilli advised that the contract is \$ 18,000 but that does not include tipping fees for the landfill to dispose of the material. Councilman Biale commented that at one time the Borough was thinking of purchasing a sweeper but then the

County bought a sweeper. He asked how many towns use that sweeper. Mr. Kunze responded there are two units for the Northwest region which is comprised of 13 towns. We would use those units as needed but those units have reached the end of their lifespan. Councilman Biale asked if we would entertain the idea of a shared service with other towns. Mr. Marcucilli advised that with stormwater regulations, the Borough has over 2000 basins to clean and so does Franklin Lakes. Mr. Kunze advised that the machines are expensive to maintain. We did do a cost analysis several years ago. Councilman Visconti advised that all towns need the machine at the same time so that is an issue. Mr. Marcucilli advised that hiring a contractor is the best option and this contractor is great.

Mr. Marcucilli advised that there were two changes in the Buildings and Grounds budget. The Repairs and Maintenance budget is down \$ 1,000 and the rental of land is up \$ 1,000. That is because the railroad raised the rental fee. Mr. Kunze advised that there is a potential increase to the Solid Waste budget because we are out to bid for a new collection contract. Hopefully, we will get a good result. The bids are due April 18th. He explained that the market has changed since four years ago. The disposal contract will be up at the end of the year. There is uncertainty in recycling markets. Councilman Kulmala commented that several residents have asked for twice per week garbage pick up all year. He asked what the cost magnitude would be. Mr. Kunze advised this is an option that is being bid. Councilman Biale asked if we could go back to every other week recycling. Mr. Kunze responded that when we locked in the single stream collection, we saved \$ 100,000. However, that is an option in the bid as well. He will be able to give an analysis after bids are received.

MAYOR SCHWAGER ENTERED THE MEETING.

Discussion turned to the Capital Budget requests. Mr. Marcucilli has requested three Pick-up trucks to replace 1996, 1997 and 1998 trucks. Councilman Knapp commented that he has done snow plowing for the Borough for the last several years and the last truck he used had no seat and he sat on a metal bar. The DPW needs these trucks. Mr. Marcucilli is requesting to purchase a Mason dump truck to replace a 2003 Mitsubishi because the bodies of the Mitsubishi trucks didn't hold up. Councilman Kulmala asked how many more pick up trucks are left to replace in the fleet. Mr. Marcucilli responded there are 9 or 10 trucks that have over 100,000 miles. He explained that snow plowing is hard on the vehicles.

Mr. Marcucilli is requesting riding lawnmowers to replace 1994 and 1995 machines. He explained that a separate ordinance was done for the HVAC system at the Senior Center. He advised that the HVAC unit at the Court/Council chambers is original and repairs are getting very costly. Mr. Kunze advised that the Borough had sought and received funding for the Senior Center sprinkler system. The cost estimate is now much greater than the original estimate. He advised that discussions need to take place to determine if there is an alternative.

POLICE DEPARTMENT:

Chief Kasper advised that there are currently 23 sworn officers in the department, 1 full-time dispatcher, and two civilian administrative staff. There are several per-diem dispatchers. Chief Kasper advised his Department is in charge of the enforcement of criminal laws, motor vehicle laws and Borough ordinances. The Police Department are the first responders to all calls. The Police Department administers the DARE program in the schools and oversees the crossing guards. In addition, the Police Department assists with residential and motor vehicle lockouts, child safety seat installations, Safety Town, and gives tours of the Police Department among other things.

Chief Kasper advised that the budget is relatively flat. One increase is in the line item for uniform replacements. This line item is used for the initial uniform issue for new hires and we are anticipating hiring new officers this year. The Equipment line item is up \$ 1,000 and Contracted Services is up due to increased costs for technology. Councilman Kulmala advised that the Police Department has been very progressive in pushing information to the cloud. Mayor Schwager explained she attended an ethics class and they spoke of ambiguity with the cloud. She asked if this is safe. Chief Kasper explained the Police Department is not using the same "cloud" and it must be compliant with certain criteria. Officer Keith Docwra explained that the cloud is hosted in a secure building in Clifton and the information is encrypted. Mayor Schwager asked how the CJP court has affected us. Chief Kasper responded that it has been 12 hours or under for years so it has not really affected us. Councilman Visconti remarked this is another unfunded State mandate.

Councilman Biale asked about anticipated retirements. Chief Kasper responded there will be 2 or 3 retirements. Councilman Biale asked how many officers the Chief needs to staff the Department. Chief Kasper would be comfortable with 25 officers. He would like to send three officers to the Academy this year. Councilman Kulmala explained that the Borough has been held up by Civil Service rules to hire some officers in the past year. Mr. Kunze explained we are waiting for an appeal. The Borough may need to change our ordinance in order to move ahead with a new list. The Police Department is pursuing hiring through inter-governmental transfers as well.

Discussion turned to Capital Budget requests. There is a request to upgrade the evidence lockers. Furniture is needed for the interview room. Chief Kasper explained that one room is designated as the interview room and needs furniture that is bolted down and special door locks. There is a request to purchase a new phone and radio recorder. Office Keith Docwra explained that current system is 10 years old and is analog. He explained that they need equipment that will work with our current phone system. He also explained that they want a system that is approved by the Courts. The Department is requesting additional solar radar signs. They are currently being placed in school areas. Mayor Schwager asked how these signs have affected speeding. Chief Kasper explained that they did not do a speed survey prior to installing the first set of signs. Now they are performing that speed survey prior to installation so they can compare. He does know from resident feedback that the signs have slowed cars down. Councilman Biale advised that the sign at Calumet Avenue does not work on cloudy days. He advised the Chief to look into a double battery backup that will last seven days.

GENERAL BUDGET DISCUSSION:

Mr. Kunze advised that the Finance Committee met last week to follow up on the Auditor's comments at budget introduction. Councilman Talamini explained that the Committee reviewed over five years of budgets and the amount of surplus that has been lapsing. We seem to be increasing the amount that is lapsing each year. We are going to look at using some surplus this year and look at cutting the budget as well.

Mr. Kunze advised that typically we have used \$ 400,000 as an offset to support the budget and fill in the trust accounts. He thinks that can be increased to \$ 500,000 as a recurrent amount. He explained that the Finance Committee felt that appropriations could be cut across the board. This would take the tax increase from about \$ 200,000 down to \$ 50,000. Mr. Kunze will prepare the potential budget amendment to determine whether we would need a separate public hearing. Councilman Visconti explained that the Finance Committee was looking at how money was being appropriated and the amount of surplus generated. They were looking at the last few years to see where the surplus is being generated from. For example, we had put money in the budget

last year to hire new police officers and we didn't hire any last year. He commented that it is smart to appropriate the money if needed but it is smart to give it back if it is not used. Councilman Knapp asked what amount of surplus we should have. Councilman Visconti responded that the Council adopted a surplus policy a few years ago which advocates between 15 to 20% surplus. We are now closer to the 20% but are within the range set by the policy. Councilman Knapp spoke about the Police overtime budget being so great every year and the need to hire new officers. Mr. Kunze explained that the last couple of years the overtime has been a significant amount due to the lack of dispatchers. Councilman Biale asked if we are looking to hire new police officers or use transfers. Councilman Kulmala responded they are looking at both options. Councilman Biale commented that the transfers will cost more money to the taxpayers. Mayor Schwager advised that they would have to go through the Academy. Councilman Visconti responded they would start at a higher rate. Councilman Talamini questioned if we are required to hire the transfers at their current salary. Mr. Kunze responded that we would slot them in our salary guide close to their current salary. Councilman Biale questioned the issue with the Civil Service. Mr. Kunze explained that one person who was passed over on the last list filed an appeal. That appeal has taken a long time to get through Civil Service. It was finally done in February so we can now call for a new list. He spoke about our code not conforming with Civil Service regulations. Discussion ensued over Civil Service.

Councilman Biale asked if we want to reach 25 officers in the Police Department. Mr. Kunze advised he has talked about bringing in a full-time civilian to do IT for the Police Department which would free up an officer. Councilman Knapp advised that an IT person is needed for the entire Borough. He feels 25 officers is not enough. Councilman Biale responded that we should at least get to 25. He suggested maybe hiring four this year with the anticipation of three retirements.

Mr. Kunze advised that he will do a spreadsheet for the budget amendment.

OPENED FOR PUBLIC DISCUSSION:

On motion of Councilman Biale, seconded by Councilman Kulmala, this portion of the meeting be opened for public discussion.

ROLL CALL: All yeas, Councilmembers Biale, Coira, Knapp, Kulmala, Talamini, Visconti.

No comments made.

CLOSED FOR PUBLIC DISCUSSION:

On motion of Councilman Knapp, seconded by Councilman Biale, this portion of the meeting be closed to public discussion.

ROLL CALL: All yeas, Councilmembers Biale, Coira, Knapp, Kulmala, Talamini, Visconti.

Councilman Talamini advised that the Easter Egg Hunt will be held Saturday at 9:30 am. The raindate is Sunday at 1 pm.

Councilman Knapp advised that last year, the First Aid Squad had requested an additional supplement for three years to help pay for the power stretcher. Mr. Kunze didn't recall it being a multi-year supplement but advised he would check on it.

MEETING ADJOURNED:

On motion of Councilman Biale, seconded by Councilman Talamini, the meeting be adjourned at 8:50 pm.

ROLL CALL: All yeas, Councilmembers Biale, Coira, Knapp, Kulmala, Talamini, Visconti.

Lisa M. Duncan, Borough Clerk
May 10, 2017

Mayor Linda H. Schwager

Date Approved