

BUDGET MEETING OF THE MAYOR AND COUNCIL
HELD AT THE
MUNICIPAL COURT /COUNCIL CHAMBERS
10 LAWLOR DRIVE, OAKLAND, NEW JERSEY
SATURDAY MARCH 29, 2014

MEETING CALLED TO ORDER: By Mayor Schwager at 9:05 am.

ROLL CALL: Mayor Schwager called the meeting to order and the Clerk called the roll. Present: Mayor Schwager, Councilmembers Coira, Jensen, Kulmala, Stagg, Visconti. Absent: Councilman Pignatelli. Also Present: Lisa M. Duncan, Borough Clerk; Richard Kunze, Borough Administrator.

SALUTE TO THE FLAG:

MOMENT OF SILENCE:

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

DEPARTMENT OF PUBLIC WORKS:

Superintendent of Public Works Anthony Marcucilli and Assistant Superintendent Mike McMahon were in attendance to discuss the Department's budget. Mr. Marcucilli explained there are six divisions in the Department of Public Works. The DPW maintains the streets including the County roads. The DPW maintains 2200 storm drains. Those storm drains must be inspected each year and a log maintained. The Buildings & Grounds crew maintains seven major buildings and the Recreation areas. The DPW oversees Garbage & Recycling collection. The DPW operates and maintains the water system. There are 600 fire hydrants, 2 to 3 thousand valves, 6 wells and tanks and over 70 miles of water main. Mr. Marcucilli explained that the Borough has approximately 250 users on the small package Sewer plants and the DPW maintains those plants. The DPW garage maintains the DPW, Police and select Fire Department vehicles as well as the lawn equipment.

Mr. Marcucilli advised that there is a slight increase in the Streets & Roads budget because there may be an increase in the street sweeping bid. Councilman Jensen asked if we contract for that service. Mr. Marcucilli explained that there are street sweepers that are shared with the Northwest Bergen communities. The Borough uses those sweepers after a flood event to clean the storm drains. There is a contract for regular street sweeping which is mandated as part of stormwater management. Councilwoman Stagg reiterated that street sweeping is mandated under the State's stormwater management regulations. Councilman Visconti questioned at what point does it make sense to to bring a street sweeper in-house. Mr. Marcucilli responded that we are almost at that point. He explained that if there is a 50% increase in the contract, we may need to look at purchasing a sweeper. He would need to provide staff to run the sweeper and it may create some overtime because certain streets need to be done early. Councilman Visconti commented that the previous bid was much higher. Mr. Kunze explained that the last round of bids was close. After the next bid, we will re-cost to see whether it makes sense to do in-house. The biggest expense to in-house street sweeping would be maintenance of the sweeper. Councilman Visconti commented that it seems like those machines break down a lot. Councilwoman Stagg asked what we pay the County for the machines. Mr. Kunze explained that

the County donated two machines to the Northwest Bergen Shared Services group. The amount paid is based on usage and maintenance costs. The amount the Borough paid last year was between \$2,000 and \$3,000. Councilwoman Stagg commented that if the Borough is going to purchase a machine, we should also get a jet. Mr. Marcucilli responded he would look into that. He advised if the street sweeping is going to be done in-house, we will not be able to share a machine.

Mr. Marcucilli explained that the Equipment Maintenance line is for road maintenance equipment such as backhoes and the shared sweeper. The Shop Equipment line is for lawn equipment. The Professional Development line is for any specialized schooling and safety training. The Uniform line item is partially for clothing allowance and partially for the uniforms the employees wear. The line item for Road maintenance and materials is for pothole repairs. The line item for Road and Street signs is for street name signs. The Line Painting line item is for doing crosswalks and striping the parking lots in our buildings. He explained that the Borough does not have the equipment to stripe the center yellow lines in the roads in the Ramapo River Reserve development. Mayor Schwager advised that residents in the Reserve are complaining about the pavers. Mr. Marcucilli explained that a couple of the crosswalks in the Reserve are pavers. At the time the pavers were installed, they were told that pavers are not typical for crosswalks. The Reserve said they would maintain the pavers but now they are coming to the Borough to maintain them. Councilman Visconti advised there is paving material that can be stamped to look like pavers. It is highly durable and may be a solution. Mr. Marcucilli responded he had looked into that as a solution but the Reserve was not receptive back then. That material is not much cheaper than pavers. Mr. Marcucilli advised that every year, the DPW does a survey of roads. The roads are given a number rating to 100. The Borough usually paves when the number is 65. The roads in Ramapo River Reserve look like they will fall into the 15-year cycle. Councilman Visconti questioned what would be done for striping the road. Mr. Marcucilli responded he likes putting down thermo. He explained that this is usually included in the paving project. He explained that there is no money included in this year's budget for striping roads. Councilman Visconti asked Mr. Marcucilli to get a number and the Council could consider whether to add it to the budget. Councilwoman Stagg asked if the line needs to be a double line. Mr. Marcucilli will check with the Police Department.

The Stormwater budget is broken down into four line items. The Permit line is for State permit and inspection fees. The Maintenance and Repair line is for materials used for storm drains. Mr. Marcucilli explained that the Borough recently renewed the agreement with the Northwest Bergen County Utilities Authority for jet truck service and that service would be charged to the Contracted Services line. The Cleaning line is for dumpsters for removal of debris.

Mr. Marcucilli explained that there are two years left in the garbage collection contract. There is no change in the contract amount this year. The Collection line item is used to collect trash. The Compost line item is for costs to process lawn material to mulch. Councilman Jensen asked what the cost is to provide mulch to residents. Mr. Marcucilli responded the material would need to be screened and grinded in order to provide mulch. Three years ago, the cost was between \$10,000 and \$12,000. That is just the cost for the equipment to process the mulch and does not include manpower costs. Mr. Kunze advised when we had the program to provide mulch, there were complaints that a lot of landscapers were using the mulch. Mr. Marcucilli responded that there was enough mulch for the residents but it became a dangerous situation with all the contractors' big dump trucks. Mr. Marcucilli advised that the Disposal line item is for tipping fees.

Mr. Marcucilli advised that the DPW used firemen as snow plow contractors this year. They used spare DPW vehicles. He advised that the firemen were amazing and were like an extension of the

regular DPW force. They worked for a much cheaper rate than contractors. Councilman Jensen asked what the cost would be if we hired contractors. Mr. Marcucilli responded that the cost year-to-date to use the firemen was \$9,000. It would have been \$27,000 to use contractors. The contractors were guaranteed 8 hours. Mayor Schwager thanked the DPW for their efforts with snow removal and advised they do a wonderful job. Mr. Marcucilli advised that this was a difficult year due to the amount of snow we received. This winter was too cold to use brine. Councilman Jensen asked if the material for brine comes out of the Snow Removal budget. Mr. Marcucilli responded it does because the brine mixture is made from salt and water. He explained that the brine can be applied up to 48 hours before a storm. If the event is supposed to start as rain, we cannot brine because it will then go into the storm drains. Mr. Marcucilli advised that the condos behind Copper Tree Mall prefer to use their own contractor for snow removal and the Borough reimburses them for the expense. Mr. Kunze advised there is a \$500 increase in that line item because the agreement with the Condo Association is up for renewal. The Materials line item is used for salt. Mr. Marcucilli advised that the Department is in good shape with salt. Mr. Kunze explained that some DPW's don't stock up on salt at the end of the season and then they are stuck early in the winter. He explained that our DPW does stock up so we are prepared for an early winter. Mr. Marcucilli advised that the Borough takes care of the County roads and the County pays for manpower and gives us salt. If we didn't get salt from the County, the expenditures would be greater. He advised if any money is left in the budget at the end of the year, it would go to the Snow Removal Trust.

Mr. Marcucilli advised that the Parks and Recreation line item in the Buildings and Grounds budget is for maintenance of Vets Park and the Recreation fields. Mayor Schwager asked why there was a jump last year. Mr. Marcucilli explained that everything is more expensive. Councilman Jensen questioned if we need to increase the line in the future for maintenance of Great Oak Park. Mr. Marcucilli thinks that the DPW just needs to maintain the trail and won't need an increase for that. The Repairs and Maintenance line is used for building maintenance. The Rental of land line item is to rent the property across from the DPW building from the railroad company to use for parking.

The Vehicle Maintenance budget has a line for outsource repairs. That is for large repairs that cannot be done in-house. The Parts and Supplies line item is for oil filters, brakes, etc. The Shop Equipment line is for tools. The line item for Tires is for DPW and Police vehicles and certain Fire Department vehicles.

Discussion turned to the Water Utility budget. The line item for Postage is for sending out water bills. The line item for Testing is for any DEP required testing and laboratory fees. The Maintenance Buildings & Grounds line is specifically for the Water Utility buildings. The Maintenance of Water System line is for repair of hydrants, wells and pumps. The Vehicle Maintenance line is for vehicles used by Water Utility employees. The Professional Services line item is for Engineering. The Shop Equipment line item is for tools or safety equipment related to running the Water utility. The Office Supplies line is for anything unique to the Water Utility such as the charts. The Permit line is for State permit fees. Professional Development is for training required to maintain licenses. Clothing Allowance is for uniforms for Water Utility employees. The Equipment line item is for PH meters and Chlorine testers. The Electronic Data Processing line is for software for the water meter reading system. The Rate Stabilization line item was established a few years ago to be used if we have a year with low consumption. Mr. Kunze explained that conceptually that line item works like the Reserve for Uncollected Taxes.

Councilman Jensen commented that it looks like the DPW is trying to keep line items stable. Mr. Marcucilli responded that the operating level is close to the costs from 2009. Any increases in the

budget would be for sampling costs or permit fees. Councilman Kulmala asked if the Borough pays the same fee as United Water. Mr. Marcucilli advised the permit fees are uniform based on how much is produced.

Discussion turned to the Sewer Utility budget. Mr. Marcucilli explained there are three treatment plants. The Maintenance line is for repairs to the building or collection system. The Equipment Maintenance is for the vehicle for the Sewer operator or pumps. The Purchased Services line is for lab testing. Contracted Services is for Engineering. Mr. Marcucilli advised that the wastewater is treated chemically and the chemicals are charged to the line item for Chemical Supplies. The line for Permits is for State permit fees. Clothing allowance is for employee uniforms. The New Equipment line item is for pH meters. The Sewer utility also has a Rate Stabilization line to be used if needed. Mr. Marcucilli explained that any increases in the budget are for the State or contracted services.

Councilman Visconti asked if Mr. Marcucilli expects any increase in utility costs due to the new improved building. Mr. Marcucilli responded the costs did increase but the efficiency of the operation increased with the new building. Councilman Visconti would like to track the energy saving materials used in the building. Mr. Marcucilli commented that he can sit in his office and not turn on lights because of the natural light from all the windows. There are small items that need to be completed in the building but it is functioning and it is a great building. Councilman Jensen asked if there is going to be an Open House. Mr. Kunze responded that we want to make sure all the open items are finished first before we show the building off.

Discussion turned to Capital requests. Mr. Marcucilli is requesting replacement of two vehicles—an SUV and a dump truck. The current SUV is a 1999 vehicle with 155,000 miles and there are coolant leaks and water in the oil. He explained that the vehicle is used as a plow vehicle. Mr. Kunze commented that they had talked about downsizing the vehicle. Mr. Marcucilli responded that there are great numbers right now on Tahoes and a plow can be mounted on that vehicle. Councilman Jensen asked if a Tahoe would stand up to plowing. Mr. Marcucilli advised it would be used as a secondary vehicle to plow. The plow on the Expedition is only three years old and it could be used on a Tahoe. Mr. Marcucilli advised that the dump truck is a 1981 and is used as a brine truck because it won't hold salt. He explained that dump trucks now are a hook lift and multi-use vehicle with the bucket attachments. Mr. Kunze explained that the Council funded a couple of dump trucks over the last couple of cycles. He has a draft specification and will go out to bid in the next few weeks. We will purchase two with an option to purchase a third truck in case it gets approved in this year's capital budget. Mr. Marcucilli advised that surrounding towns have been using these trucks. These new trucks will take the place of a few vehicles.

Mr. Marcucilli is requesting to replace a wood chipper that is twenty years old. It is used for Christmas trees, Shade trees, and Rockland tree trimming. The request for road resurfacing is for the annual road program. Discussion turned to sidewalk repair. Mr. Kunze advised that there is a meeting set up next week with the Engineer and the Police Department to discuss priorities. This is to utilize the money that was funded last year. There could be a change in recommendations on priorities. Councilman Kulmala commented how the Indian Hills students have to cross Yawpo Avenue on a diagonal to Page Drive. Mr. Kunze responded that the school had indicated that they were going to move their internal sidewalk to the opposite side. That is why we put the crosswalk on the side we did. Councilman Visconti advised that two years ago, the Council decided making the schools walkable was the priority before putting sidewalks on Ramapo Valley Road. Mr. Marcucilli advised that the Borough has been getting great numbers on the school sidewalks. The DPW is trying to repair sidewalks that have been uplifted by Shade Trees. Mr. Kunze advised that the meeting is to determine if there is a candidate for the NJDOT

Safe Routes to Schools grant. Councilwoman Coira asked if anyone could look at Valley Middle School and the parking area. Councilman Visconti responded that the Borough striped walking paths but the kids don't follow them. Mr. Marcucilli advised that the Police and Board of Education need to look at the issue.

Mr. Kunze advised that money is included in the capital requests as a placeholder for flood improvements. The Borough received a \$100,000 grant that will require more money on the Borough's part. There needs to be further discussion on this issue. Councilman Jensen asked if the grant includes work on Allerman. Mr. Kunze responded that the grant is primarily for restoration of the Ramapo River. Councilwoman Stagg advised that we are going to try to get the Mosquito Commission to help with Allerman. Mr. Kunze responded that the DOT is moving ahead with stream work on Allerman Brook.

Discussion turned to the request for the generator at the Spear Street Tank. Councilman Kulmala asked who would maintain the generator. Mr. Marcucilli responded it would be part of Buildings & Grounds maintenance. He explained that he does not need this generator. The Fire Department need the generator in their shed where the radio tower is located. Mr. Marcucilli advised if he is supposed to head the project, he will need to research it more. Mr. Kunze advised there was money put in last year's capital budget for generators and there might be funding there for this request.

Mr. Marcucilli is asking for funding for storm sewer repairs. He explained that each year, they try to fund a project to maintain the infrastructure. This year, the project will be Lakeshore Drive off of Sioux Avenue. Mr. Marcucilli is requesting funding for a new vehicle lift for the mechanic's facility. The unit that is being replaced is 22 years old. The State will not pass the unit next year during inspection.

LIBRARY:

Library Director Abby Sanner thanked the Mayor and Council for the opportunity to present their budget request. Ms. Sanner advised that libraries have changed over the last ten years. Libraries always transform. There are a lot of different materials available for patrons. For example, besides print materials, there are audio books, dvds, college courses on CD and eBooks. The Library extended their hours beginning last September and is now open earlier each day. She advised that people can go online and access newspapers and magazines. Councilman Jensen asked if a library card is necessary for that and Ms. Sanner responded it was. Ms. Sanner explained that technology has been a big focus the past few years. There are 16 PCs available for the public to use with high-speed internet access. The Library has wi-fi available for the public. Staff members are available to assist customers with technology. Ms. Sanner advised that the Library is letting people work who need to fulfill community service hours. Councilman Kulmala asked if the Library is getting paid for the community service people. Ms. Sanner responded they were not.

Ms. Sanner explained there has been an issue after school because so many kids from Valley are coming to the Library. She advised that some libraries hire a security guard. She explained that Oakland has tried to hire a monitor for after school from 2:45 to 3:45 when a mass of students come to the Library. Ms. Sanner explained that an approach she decided to take was to work with the school. Now every class from Valley comes to visit the Library. It has helped with the relationship with the students that come after school. Teresa Kilday, Library Board member, explained that the Library is really offering a community service for working parents. These kids would otherwise be latchkey. Through the efforts of Ms. Sanner and her staff, the student issue

has been controlled. Ms. Sanner advised that one of the Library's expenses this year would be to put in a security camera by the elevator and install a panic button for the staff.

Ms. Sanner went over the Library budget request for this year. Ms. Sanner explained that the number that matters is the General Funds number. Mr. Kunze advised if you look at the Library as any other Department, a lot of their costs are reflected elsewhere in the budget such as utility expenses and pension. Their General Fund is their other expenses budget and covers their operating costs. Ms. Sanner explained that this money is used for programs, books and to keep the Library open. The appropriation went down \$24,940 from 2013. In 2013, the municipal appropriation to the Library was \$ 95,632 and in 2014 will be \$ 70,692.

Library Board member Ronnie Levine advised that Oakland must now pay a surcharge to BCCLS because so many Oakland residents use the Franklin Lakes Library. The cost of the surcharge is \$ 5,000 which is significant. Ms. Sanner spoke of the condition of the books at the Library. People want to take out newer books. Part of the money used to buy books is for replacing books that are in poor condition as well as purchasing new books. It is a balancing act to purchase materials because the budget must be divided between e-materials and written materials. The Library this year is asking for supplemental funding in the amount of \$ 35,000 to help cover costs. Mayor Schwager asked if more people are using Franklin Lakes Library because they are open on Sundays. Ms. Levine responded that was not the case. Ms. Sanner responded that some of it is a geographical issue. People who live on the north side of town do not always want to deal with traffic in town so they will go to Franklin Lakes. Ms. Sanner would like to get the best possible Library for Oakland residents. The request for additional funding is to purchase extra materials. Councilwoman Stagg asked how Franklin Lakes push the surcharge. Ms. Sanner responded that BCCLS calls for all libraries to offer reciprocal services at no charge. There was a policy change in the BCCLS bylaws last year that allowed them to penalize libraries for excessive borrowing at neighboring libraries.

Councilman Visconti advised that the State mandated 1/3 mil funding has continually decreased since 2010. The Library has continued to drop expense costs but can no longer fund what they need to. They are coming to the Council to ask for supplemental funding of \$35,000. He advised that the Library made a really good presentation and the Council must now make a decision about the funding. He can vouch for the difficulty with operational issues. However, the morale of the staff has improved and the Library has become involved with community outreach. Councilman Jensen commented that he does not know how residents could have functioned during Hurricane Sandy without the Library. He asked what kind of fundraising is happening. Ms. Levine responded that the Library Growth Foundation was formed in 1998 as part of the referendum. They were required to raise \$250,000. The New Friends of the Library organization runs a book sale, art sale and concerts as well as asking for donations.

Ms. Sanner commented on grants. She explained that the larger grants that are available fit the goals and objectives of urban environments. Smaller grants are for specific projects. That is not useful unless it is a project that the Library was going to do anyway since additional projects take staff away from regular work. Councilwoman Coira commented that the 1/3 mil mandated funding is based on property values. When property values are high, the Library has enough money but when property values are low, they don't have enough. She commented that during Hurricane Sandy, the Library was a sanctuary for residents. The Library staff does a fantastic job. Councilwoman Coira thinks the Council should step up in their time of need. Councilman Kulmala advised that he learned a lot about the Library today. He thinks they should do a piece for OCC about the Library. Councilman Visconti advised that the Borough has received proposals for a Library architect. A meeting is being scheduled to review the proposals.

Councilman Jensen advised that the last budget meeting will be held April 1, 2014 at 7 pm.

OPENED FOR PUBLIC DISCUSSION:

On motion of Councilman Jensen, seconded by Councilwoman Coira, this portion of the meeting be opened for public discussion.

ROLL CALL: All yeas, Councilmembers Coira, Jensen, Kulmala, Stagg, Visconti.

No comments made.

CLOSED FOR PUBLIC DISCUSSION:

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

ROLL CALL: All yeas, Councilmembers Coira, Jensen, Kulmala, Stagg, Visconti.

MEETING ADJOURNED:

On motion of Councilman Jensen, seconded by Councilwoman Stagg, the meeting be adjourned at 11:55 am.

ROLL CALL: All yeas, Councilmembers Coira, Jensen, Kulmala, Stagg, Visconti.

Lisa M. Duncan, Borough Clerk

Mayor Linda H. Schwager

Date Approved