

BUDGET MEETING OF THE MAYOR AND COUNCIL
HELD AT THE
MUNICIPAL COURT /COUNCIL CHAMBERS
10 LAWLOR DRIVE, OAKLAND, NEW JERSEY
WEDNESDAY APRIL 7, 2010

MEETING CALLED TO ORDER: By Mayor Szabo at 7:04 pm.

ROLL CALL: Mayor Szabo called the meeting to order and the Clerk called the roll. Present: Mayor Szabo, Councilmembers Burns, Di Pentima, Marcalus, Pignatelli, Stagg, Visconti. Absent: None. Also Present: Lisa M. Duncan, Borough Clerk; Richard Kunze, Borough Administrator; James Mangin, Chief Financial Officer.

SALUTE TO THE FLAG:

MOMENT OF SILENCE:

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

FIRE DEPARTMENT:

Councilman Di Pentima asked if there are any new regulations or initiatives that the Fire Department needs to budget for this year. Chief Knapp advised that the NFPA has mandated that all gear be replaced after ten years. The gear must be shredded once it has expired. It costs roughly \$ 2,000 for a set of gear. The Fire Department will be getting a new rescue truck next year-the NFPA has recommended replacing trucks after twenty years of service. Councilman Di Pentima commented that the Chiefs of FLOW are getting together to see where the towns can do things jointly. Chief Knapp advised that two of the three towns use the same gear. He advised that NFPA regulations require annual testing of equipment. Northwest Bergen Mutual Aid does ladder testing for participating towns and that has saved Oakland money.

Councilman Di Pentima commented that as of the last meeting, departments were asked for cuts. Chief Knapp responded that his original budget request was \$ 96,850. He will cut equipment maintenance from \$ 40,000 to \$ 37,000. Professional development will be cut from \$2,600 to \$2,500. The water line will be cut from \$ 1,000 to \$ 800. Water rescue will be cut from \$ 2,000 to \$ 1,450. The new budget request will be \$93,000.

Councilwoman Marcalus questioned donations. Chief Knapp responded that donations are used for improvements to the Fire House. Councilwoman Marcalus questioned if that donation money needs to be accounted for. Chief Knapp responded it does. Councilman Burns commented that clothing allowance is listed in two places. Councilman Di Pentima responded that it is a classification change going from OE to S & W. Councilman Burns asked for an explanation on some line items. Chief Knapp advised that contracted services is up. That line accounts for the web service and alarm service. The radio line accounts for the annual contract with B & C for maintenance plus the cost of any repairs to the radios. The medical line covers the cost of annual physicals which are required. The Fire Department has already spent \$ 1,400 on physicals for new members. Councilman Burns questioned why there was a reduction in LOSAP. Mr. Mangin explained that the COLA increase was zero. He took the maximum amount but increased the number of members.

Councilwoman Stagg advised that there was a big jump in clothing allowance. She questioned if that is for the NFPA regulation. Chief Knapp responded that the clothing allowance is the amount given to firefighters each year. The NFPA requirements for gear are a capital expense. Councilwoman Marcalus asked if insurance would pay for the physicals. Chief Knapp responded that he was going to look into the JIF paying. He explained that the Department requires members to go for physicals so the Department pays for them. It costs \$350 per physical.

Discussion turned to Capital. Councilman Di Pentima explained that budgets are very tight. He asked for an explanation and rationale for the laptops. Chief Knapp explained that these laptops will get information to the crew while onsite at an incident. For instance, it will help with rescuing people from cars. Cars are different as to where cables, piping and airbags are situated. Chief Knapp had requested \$ 10,500 based on purchasing two Panasonic laptops this year and two Panasonic laptops next year. However, Dell is now coming out with laptops that are half the price. Chief Knapp can get by with purchasing one this year. He believes this is an important purchase. Councilman Pignatelli asked if the Police could access this information through their laptops. Chief Knapp responded they would have to buy the program and not all the police cars have laptops. He will cut back the number purchased but he thinks this is a necessary purchase. Chief Knapp advised he pushed off purchase of masks until 2011. Councilman Pignatelli questioned if we need three thermal image cameras. Chief Knapp explained that the Department has three cameras. Two were from a grant and are ten years old. Those cameras are big and heavy and in black and white. The Department bought one color for Company #2 and would like to get one for Company #1. There is money in for small handheld cameras. The goal is to get several multiple small cameras versus big cameras. Councilman Burns asked if the laptops are data based or web based. Chief Knapp explained the information is on the computers. Councilman Burns asked if this is included in the price or would we need to purchase software. Chief Knapp does not think we need to purchase software but he is now looking into the Dell computers so he will research this.

RECREATION:

Councilman Di Pentima asked Recreation Commissioner and Treasurer Neil Malmud to give an overview. Mr. Malmud responded that Recreation oversees 12 sports. Approximately 400 children participate in the sports programs-many in multiple sports. The 2010 budget request is \$ 455,709 and the estimated revenue is \$ 416,756. Recreation is looking for the Borough to contribute \$ 39,200. Mr. Malmud explained that a meeting was held yesterday with Mr. Kunze, Mr. Mangin and Councilman Burns. Recreation had put in the cap fee as an expenditure and that should not have been included as an expenditure. This resulted in a reduction of the budget request. Mr. Malmud gave Mr. Kunze backup on flag football. There were 50 signups. The cost per child is \$ 37.50. \$ 11.50 helps to offset equipment for the older kids. Football is the most expensive sport.

Councilman Di Pentima asked if there were any fee increases over last year. Mr. Malmud responded there were not. Councilman Burns commented that the Recreation Commission was instructed to get fee changes in at the beginning of the year so the Mayor and Council could approve the fees before sign-ups. Councilman Burns advised Mr. Malmud that the CFO needs a breakdown on signups since the fees are different for the different age groups. Also, he advised Mr. Malmud that the CFO needs to know how much is going to CAP for each sport. Mr. Mangin advised that he needs to know how much money is collected and the number of participants in each sport. He will then pull money from revenue and put into trust.

Councilman Burns asked about the 4% cut request. He commented that prior to this, the Recreation Commission had discussed an increase in summer camp counselor fees. The Mayor

and Council is looking at the possibility of holding salaries. Councilman Di Pentima advised that counselor fees cannot be raised without a salary amendment. He advised that the Mayor and Council are freezing salaries this year for part-time personnel. Recreation Chairman Steven Wagoner commented that summer camp is paid for through fees and not by taxpayers. Mr. Wagoner is requesting an increase in salaries and the Mayor and Council are denying the request. Councilman Di Pentima responded that the Mayor and Council have to hold the line on the budget. Councilman Visconti explained that anything to do with money has to go through the Mayor and Council because they have fiduciary responsibility. Councilman Burns asked about background checks. Mr. Wagoner responded that Midland Park is using the insurance company to do background checks and it is much cheaper. He is researching that.

Discussion turned to Capital. Mr. Kunze advised that Recreation had only one item in Capital and that was the playground safety surface. Councilman Visconti asked if a grant was submitted for that item. Mr. Kunze responded that a grant was submitted. Mr. Kunze heard that Oakland was getting what was requested but he hasn't seen any paperwork. Councilman Di Pentima advised he spoke to Joe Ferrarella of the DPW who recommended a panel surface instead of a poured surface. Councilman Burns asked if the grant was specific. Mr. Kunze responded that the grant was for safety surface and it won't matter what kind is used.

DEPARTMENT OF PUBLIC WORKS:

Superintendent Anthony Marcucilli advised that the DPW operates its own water system and three wastewater systems. The DPW maintains the roads including snow removal, performs maintenance on buildings and grounds as well as Borough vehicles, and does stormwater management. Mr. Marcucilli advised that his budget request is flat. He didn't increase anything that was not mandated. Even if a line item request was increased, the money was taken from a different line item to compensate. He advised that snow removal and vehicle maintenance used to be included with roads but were separated into their own budgets. Mr. Marcucilli commented that this new system is better for tracking costs. Councilman Di Pentima commented that Mr. Marcucilli did a good job coming in with a flat budget. Even though there were line item increases, they were offset with other items. He thanked Mr. Marcucilli.

Councilman Burns commented that it is important to remind everyone that a good portion of the DPW budget is for contracted services that they have no control over. Mr. Marcucilli advised that a lot of what we do is repairs. He cannot predict the expenses each year. The Buildings and Grounds budget is \$ 90,000 and \$ 40 to 50,000 of that budget is for contracted services. There is not a lot of room for big repairs. Councilman Visconti asked Mr. Kunze about unfunded mandates. Mr. Kunze responded that the Governor's task force is looking at mandates. The Governor's intention is not to have mandates that there is no funding for. This applies to legislation now but not regulations.

Councilman Burns suggested talking about where the 4% cuts were going to come from. Mr. Marcucilli advised that 4% of the streets and road budget comes to \$ 3,934. He will split that between Account 058 materials and Account 123 line painting. Mr. Marcucilli advised that he definitely wants to line the crosswalks and stop bars but he could do only half the parking lot. Councilman Burns responded that the Borough would definitely want to line the crosswalks especially with the new regulation to stop for pedestrians. Mr. Marcucilli advised that the DPW is only responsible for Borough owned roads. They have put a call in to the County to see if the County could do the center of town. Councilman Pignatelli asked if the street sweeping line was all for the contract. Mr. Marcucilli responded that there was a reduction in the contract price from last year but he likes to leave a little cushion in case there is a flood or spill.

Mr. Marcucilli advised that the Borough is required by the State to do basin cleaning and basin labeling as part of stormwater management. A 4% reduction in that budget is just under \$ 1300. He suggested taking that from Account 026-maintenance. Mr. Marcucilli advised there is not a lot he can do with the garbage and trash budget since most of it is contractual. The Account 082 Disposal is the amount paid to dump the trash. The cost is \$ 82 per ton now and it will go down to \$ 68.35 per ton as of June. That line was calculated for disposal of 6,000 ton. Mr. Marcucilli would like to calculate that line at 5,800 ton which would reduce the request by \$ 13,600. Councilman Burns asked if the amounts are based on the old rate or the new rate. Mr. Kunze responded that it was a blended rate- five months at the old rate and seven months at the new rate. Councilman Burns asked if there was any reduction in what was collected with the once per week garbage collection. Mr. Kunze responded that the amount collected was down but there was not a corresponding increase in recycling. It could be due to the economy. Mr. Marcucilli advised that the compost facility is a permit site so there are some things the DPW is responsible for. The finished product is the dirt that has been provided for residents. The dirt costs \$ 10,000 per year because of the screening process. We would still need to grind and remove the product because it is a permitted site. Mr. Marcucilli has contractors who would take it for free after it is ground. He hasn't found anyone to buy it yet. Discussion ensued over whether to provide the compost for residents. Councilman Di Pentima commented that it will save fuel and manpower. While it is nice for the residents, the Council will have to decide whether or not to continue the program. Councilman Burns thinks that we should not provide the finished product in these economic times, at least for this year. Councilman Pignatelli agreed. Mr. Marcucilli advised the DPW does use the finished product but there is enough product for the DPW to use this year. Councilman Burns commented that there are residents that do take advantage of this program. He hopes we would add the program back if economic times change. Mayor Szabo asked for a poll of the Council whether the program should be discontinued for this year.

ROLL CALL: All yeas, Councilmembers Burns, Di Pentima, Marcalus, Pignatelli, Stagg, Visconti.

Discussion turned to the snow removal budget. Mr. Marcucilli advised this budget is hard to predict. He does not want to cut the amount for contractors and the condo reimbursement cannot be cut. The only area that money can be taken from is materials. There is some money in trust in case things are bad at the end of the year so Mr. Marcucilli will cut \$ 4,000 from the materials line. Councilman Visconti asked if the Borough would realize any savings with the purchase of a brining system. Mr. Marcucilli commented that the brining system will cut salt usage and overtime during events where there is a dusting on the ground. Councilwoman Stagg advised that Mr. Marcucilli is going to look into new products that are more environmentally safe. Mr. Marcucilli advised that he will take \$ 5,000 from the Park and Recreation line in the Buildings and Grounds Maintenance budget. He will cut \$ 3,000 from the Vehicle Maintenance budget.

Discussion turned to Capital items. Mr. Marcucilli advised that the big ticket items he is requesting are vehicles. He advised that the DPW has not replaced a truck since 2002. He is nervous with the vehicles during a snowstorm. Repair costs are increasing because the vehicles are so old. Councilman Visconti asked how old the oldest vehicle is. Mr. Marcucilli responded that some dump trucks are 20 years old. He advised he can do with one truck this year but he doesn't want to leave it get to the point where he is going to need four trucks at once. Councilman Visconti asked if there is anything that can be done in house such as the Chapel Hill roof. Mr. Marcucilli will look into this with his Buildings and Grounds Supervisor. There is a blown engine in the mower. Mr. Marcucilli might be able to replace the motor instead of purchasing a machine. Councilman Di Pentima questioned the signs. Mr. Marcucilli responded that all street signs have to be changed over by the year 2018. It is a mandate that the street signs

have to be a certain reflective grade and the letters have to be 4 inches. Mr. Marcucilli could cut down the purchase this year as long as all signs are replaced by 2018. Councilwoman Stagg suggested that we can add in the cost of signs to road repaving projects.

POLICE:

Councilman Di Pentima asked Chief Kasper to give an overview of any new highlights. Chief Kasper advised that the Borough received an electronic fingerprint machine through a grant at no cost to the Borough. The new computer system is a little over a year old and is a more effective tool for the Department. Building renovation was done in-house and the amount came in way under the amount allocated. The DPW did a great job with the renovations. The Police Department is sharing a secretary with Borough Hall. The Police Department did hire a new officer to bring the Department to full force. Chief Kasper advised that he has been able to keep shift coverage overtime down because of that.

Councilman Di Pentima asked about the 4% budget cuts. Chief Kasper commented that The OE budget is \$ 131,500 so 4% would be \$ 5,260. Chief Kasper advised that he had asked for money in the 2010 for accreditation of the Police Department. This is a labor-intensive process and there is a fee involved. The process can take more than a year to implement. This money can be deferred to the following year. That is \$ 4,000 that can be cut from the Professional Development Account #042. Chief Kasper will cut \$ 500 from the Uniform Replacement Account #043. Chief Kasper will cut \$ 260 from the Crossing Guard Equipment Account# 056. Chief Kasper will cut \$ 500 from Equipment Account #058.

Councilman Visconti questioned Court appearances. Last year, expenditures in that line item went down to \$ 49,000 from \$ 68,000 and \$ 63,000 in previous years. Chief Kasper advised that it is due to the efficiency of the Court. They changed the time to begin Court and the officers are not there as long. Councilman Visconti asked about the budget request of \$ 70,000 for that line. Chief Kasper responded that it is too soon to tell if the expenditures will remain low. There could be a little wiggle room but he doesn't want to fall short in that line. Councilwoman Stagg asked why contracted services was increased. Mr. Kunze responded that \$ 5,000 is for the e-ticketing program. The rest is an internal adjustment. Chief Kasper responded there was some miscommunication between charging items to equipment maintenance and contracted services. He advised there are some additional costs such as maintenance for the fingerprint machine. Chief Kasper advised that with e-ticketing, there is a printer in the car. When the officer enters data into the laptop, a ticket can be printed immediately. This is beneficial to officer safety, provides more efficiency for the Records Clerk, and inputs it directly to the Court system so it saves the Court time. He advised that the Borough could either purchase the program and pay a maintenance fee or lease the program and pay an amount per ticket. This would be for patrol but there would still need to be paper tickets.

Discussion turned to Capital. Councilman Di Pentima questioned how much the Police Department needs the laser radar unit. Chief Kasper responded that it is more effective on the highway because you can pinpoint the vehicle more easily with laser. However, this purchase can be deferred. Councilman Di Pentima questioned the MDT terminals. Chief Kasper responded they are at the end of their life. Those units are from 2003-2004. One screen went bad. They were able to find some spare equipment to repair it. Chief Kasper advised this is probably the most important purchase along with the radio. The in-car video went into service in 2004. The Police Department can operate without it but Chief Kasper is not sure that is a good idea. He can keep it running and move it to the 2011 Capital budget. He advised that when the Police Department is done with items, they are junk.

OPENED FOR PUBLIC DISCUSSION:

On motion of Councilwoman Stagg, seconded by Councilman Di Pentima, this portion of the meeting be opened for public discussion.

ROLL CALL: All yeas, Councilmembers Burns, Di Pentima, Marcalus, Pignatelli, Stagg, Visconti.

No comments made.

CLOSED FOR PUBLIC DISCUSSION:

On motion of Councilwoman Stagg, seconded by Councilman Di Pentima, this portion of the meeting be closed to public discussion.

ROLL CALL: All yeas, Councilmembers Burns, Di Pentima, Marcalus, Pignatelli, Stagg, Visconti.

MEETING ADJOURNED:

On motion of Councilwoman Stagg, seconded by Councilwoman Marcalus, the meeting be adjourned at 9:15 pm.

ROLL CALL: All yeas, Councilmembers Burns, Di Pentima, Marcalus, Pignatelli, Stagg, Visconti.

Lisa M. Duncan, Borough Clerk

Mayor John P. Szabo, Jr.

Date Approved