

# **Borough of Tenafly**

## **MAYOR AND COUNCIL**

### **BUDGET MEETING MINUTES**

**SATURDAY, FEBRUARY 8, 2014**

**PRESENT:** Mayor Peter Rustin and Council members Anthony Barzelatto (arrived at 9:22 a.m.), Maxim Basch, Nadia LaMastra, Daniel Park, Mark Zinna

**ABSENT:** Council member Jon Warms

**ALSO PRESENT:** Borough Administrator Jewel Thompson-Chin,  
Chief Financial Officer Gene Vinci

At 9:07 a.m. Mayor Rustin read the Open Public Meetings Act Statement: "In compliance with the Open Public Meetings Act P.L. 1975, chapter 231, the notice requirements have been satisfied. Meeting dates for the year are listed in the Annual Agenda; copies are sent to the Record, Suburbanite, and Northern Valley Press and posted on the bulletin board in the lobby of the Municipal Center. The notice of this special budget meeting Resolution #14-55 has been sent to the Record, Suburbanite, and Northern Valley News, has been posted on the bulletin board in the lobby of the Municipal Center and Borough Website."

#### **PUBLIC COMMENT:**

No one came forward.

Mayor Rustin highlighted the budget goals, which include maintaining critical services at current levels and maintaining a long-term view that assures stability of the municipal budget and tax rates over future years. He noted that departments have become more efficient as staffing levels have shrunk. He commended the professionals for their planning and working within the 2% cap.

#### **ADMINISTRATION**

Mrs. Thompson-Chin reviewed the budget accounts under the responsibility of the Administrator. She noted that there is no capital project for 2014, but message board needs to be replaced in 2015, with the estimated cost of \$30,000. Mayor Rustin will inquire if the banks in the Borough would like to sponsor a message board similar to Bogota. She noted that the Technology Department advised that her computer and printer needs to be upgraded. The other major increase in this portion of the budget is the Xerox contract to maintain printers for all departments. This is a new line item, which centralizes the cost of printer supplies that was previously handled by the departments individually.

With regards to the Health Department budget, there is an increase of \$2500 stipend for Lindsay Graham. For the past few years, she has served as an alternate registrar on a voluntary basis. The state has noted that other than a registrar, only a deputy registrar can conduct the registrar's duties. Therefore, Ms. Graham would be accountable to the state. Council concurred. Council discussed the nursing services and requested a copy of the contract with HARP. After reviewing the contract, they may invite the Health Officer, Sam to a meeting to discuss nursing services.

#### **BOROUGH CLERK**

Ms. Aportela-Hernandez advised that overall the Clerk's budget has remained flat. The noteworthy increase being requested is to have the codification company to conduct a complete review of the Borough code for compliance with state statute. Council concurred with the recommendation.

As far as the capital budget, Ms. Aportela-Hernandez proposed a high density mobile filing system for the attic which houses all permanent and long-term records for all departments. She stressed the importance of properly organizing those records, especially since there had been a fire in the attic several years ago. Council concurred with the recommendation.

## **TVAC**

TVAC Captain Moehlen reviewed the budget request, which included an increase for the clerical assistant, professional dues that cover notification programs that go to members' smartphones, vehicle and equipment maintenance, and the incentive program.

Council discussed billing health insurance companies for TVAC's services. Captain Moehlen stated that the association discussed this matter last year and the association expressed their concerns on how it may affect the donation campaign.

The capital budget request included replacement of the door locks to the building and a new ambulance. The replacement of the door locks is included in this year's capital budget, but the ambulance will be listed for 2015. C. LaMastra will discuss the possibility of state assistance for a new ambulance when she meets with Assemblywoman Huttle this week. C. Park will reach out to Assemblyman Johnson. Mayor Rustin will speak to Senator Weinberg. C. Zinna will seek assistance from the US Senators.

*The meeting was recessed at 11:13 a.m. and resumed at 11:20 a.m.*

## **MUNICIPAL COURT**

Judge Bell informed Council that the Deputy Court Administrator resigned in 2013. He did not recommend replacing that position at this time as summonses are down, but recommended hiring a violations clerk if summonses increase. Judge Bell requested an additional \$5000 in salary for the Court Administrator for the additional responsibilities she has assumed and to maintain her salary comparable to other municipalities. There aren't that many certified court administrators today as that position is on call 24 hours a day. Council authorized an additional \$10,000 to salary and wages for a violations clerk to be hired mid-year, if required.

## **FIRE DEPARTMENT**

Fire Chief Philpott advised that all items have remained the same for the 2014 budget except for incentive program. There is an increase in that line item as there are three more firefighters eligible for the incentive. He explained that the contract with the Borough of Paramus is more cost effective than prior service providers for maintenance and repair of fire vehicles. Some repairs must be done by the dealer for specialized equipment, such as the ladder and pumps.

The capital budget will include the purchase of radios and a thermal imaging camera, but the rescue truck equipment replacement being deferred to 2015.

Mayor Rustin commented that he will speak with Congressman Pascrell regarding any federal programs to replace the fire vehicles. Chief Philpott stated that the engine truck would need to be replaced in 2016 and the ladder truck needs to be replaced in 2020.

Council discussed hiring a grant writer for public safety equipment grants. Council also requested monthly call reports from the Fire Department.

## **POLICE DEPARTMENT**

Police Chief Chamberlain stated that there is an increase for software and hardware and data processing equipment since the Police Department hired an IT vendor as Lt. Klein has been assigned back to a squad. The vendor is efficient and experienced with police department computer systems.

There was a discussion concerning vehicles. Mrs. Thompson-Chin advised that she and the CFO felt the purchase of a vehicle can be deferred to 2015 budget because the department has two 2013 and two 2014 vehicles. Chief Chamberlain responded that in short span of time, the department lost 3 vehicles, so 3 of the 4 recent vehicles were replacing vehicles that were lost and there were delivery issues. There was a discussion regarding fleet management and Council authorized 1 car for the budget to be appropriated in the amount of \$37,000.

In regards to the Office of Emergency Management, Council approved an increase of \$200 in the stipends for the coordinator and the deputy. \$6,900 was authorized to be included in the capital budget for shelter equipment and \$11,000 for additional equipment associated with responding to emergencies, which will be shared with the Police Department for general response duties.

**ADJOURNMENT:**

As there was no further business to come before the Council, on a motion by C. Zinna, second by C. Park, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 1:22 p.m.

Respectfully submitted,

Lissette Aportela-Hernandez, MPA, RMC  
Borough Clerk