

Borough of Tenafly

MAYOR AND COUNCIL

BUDGET MEETING MINUTES

SATURDAY, FEBRUARY 7, 2015

PRESENT: Mayor Peter Rustin and Council members Anthony Barzelatto (arrived at 12:16 p.m.), Nadia LaMastra, Daniel Park (arrived at 9:40 a.m.), Paul Stefanowicz, Mark Zinna

ABSENT: Councilmember Maxim Basch

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

At 9:15 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 by Resolution #15-48 has been sent to the Record, Suburbanite, and Northern Valley Press, has been posted on the bulletin board in the lobby of the Municipal Center and Borough Website."

PUBLIC COMMENT:

No one came forward

ADMINISTRATION

Mrs. Thompson-Chin presented the various accounts under the Administration Department. An update on the reporting requirements for 2015 with regards to the Affordable Care Act and the status of creating a central supply system were provided. She noted that with regards to the network expense, the current extended contract with the Board of Education expires on July 1, 2016. She recommended that the IT Committee be reestablished to review the current services received and to determine if the Borough should return to a year-to-year arrangement or continue with a multi-year arrangement. Mrs. Thompson-Chin informed Council that if the phone system in Borough Hall were to be changed, it would need to be connected with the network due to technological advances.

C. LaMastra inquired about budgeting for the cost of the Sgt. Oresko monument. Mrs. Thompson-Chin explained that funds in the account for the Historic Preservation Commission are site specific. Since the monument is for the entire Borough, the funds are eligible to come from the Open Space Trust Fund.

FINANCE

Mr. Vinci reviewed the budget for the Finance Department which is composed of two sections, financial administration and revenue administration. Revenue administration is comprised of tax collection and the collection of fees and payments, which is staffed by a full-time Tax Collector and part-time Assistant to the Collector. The financial administration section is staffed by the CFO, Deputy Treasurer, Accounts Payable Clerk and Payroll Clerk.

Mr. Vinci explained the user-friendly budget implemented this year by the state. In addition to the normal budget document, there is a 15 page document, which consists of data in the budget, such as the number of employees, salaries, levels of health coverage and bargaining units. It provides a breakdown of taxes into the categories of local, school, county and open space. It is submitted to the state once the budget has been adopted.

With regards to the department's goals and objectives, Mr. Vinci explained that employee salaries need to be constantly monitored to ensure the proper medical premium amount is deducted, especially when retroactive pay is implemented. He noted that the department will need to be reorganized based on possible retirements.

At 10:32 a.m. Council recessed and the meeting resumed at 10:41 a.m.

TVAC

Captain Mohlen noted that the biggest expenditure requested is to replace a 13 year old ambulance. It is expensive to maintain and repair. This vehicle is in the shop almost every other month. Ambulances are serviced at a specialized shop, Brookside in Hackensack. He requested that the new ambulance not be deferred for another year because he is concerned that another vehicle will need to be replaced in 2017. Council confirmed that the replacement is in this year's capital budget, but C. Park will research if there are any grant opportunities.

Council reviewed the increases that have been incurred in the incentive program with Captain Mohlen. Mr. Vinci stated that \$15,000 needs to be added to LOSAP due to the increase in eligible members in TVAC.

MUNICIPAL COURT

Judge Bell reviewed the Municipal Court budget and advised that a violations clerk is not required for this year. He commented that as of November 2014, there were 1000 more cases than previous year. If the caseload reaches the volume from 3 years ago, a violations clerk will be required to assist the Court Administrator.

FIRE PREVENTION

Fire Official Blackwell presented a budget that contained no increase over the past 2 years. He explained that the 2003 Crown Victoria vehicle for inspections needs to be replaced, so he requested a replacement in the 2018 capital budget. Mr. Vinci advised that such vehicles are not a capital expenditure. Mrs. Thompson-Chin commented that the state may permit such vehicles to be placed back in capital budgets instead of operating budgets, but it is still in the preliminary stages.

At 11:52 a.m. Council recessed and the meeting resumed at 11:59 a.m.

POLICE DEPARTMENT

In the request for 2 vehicles, Chief Chamberlain explained that in one year a patrol vehicle rides 40,000 miles and vehicles are an extension of an officer's equipment. He described fleet management, accounting for maintenance and repairs, and that if there is a mass incident event, the Borough will need to have multiple officers responding to the scene. He noted that if the Borough keeps limiting the purchase of just one vehicle annually, in a few years the Borough will be faced with purchase 4 to 5 vehicles at once. In this year's budget, he described the need to purchase 2 sport utility vehicles and that by increasing the outside duty car fee to \$75, over the course of the year, the \$25 increase would pay for one vehicle.

Mr. Vinci advised that a trust fund would need to be established for the fees collected for police vehicles. The resolution for a dedication by rider will be listed for the February 24th meeting. Funds collected this year after the trust fund is approved cannot be expended towards the purchase of a vehicle this year. Council authorized the purchase of two vehicles. One of the replaced vehicles will be used for Fire Prevention and the other will be auctioned.

With regards to the Office of Emergency Management, C. Barzelatto advised that Captain DeMoncada is the new deputy coordinator. It was determined that a resolution to memorialize the appointment will be listed on the next agenda. There was a request for \$10,000 for shelter equipment, such as stackable cots, blankets and pillows. C. Barzelatto advised that of the shelters that have been certified by the American Red Cross, on the Lubavitch currently has a generator. C. LaMastra inquired if the Senior Center is activated as a shelter, will people be able to sleep there, will food be provided, and who will oversee the facility as it would serve the most vulnerable community members.

There was a discussion on funds appropriated last year for supplies, but since the expense was not encumbered as of December 31st, those funds cannot be used. Council authorized the appropriation, but funds cannot be expended until the budget is adopted.

C. Barzelatto requested \$10,000 for portable radios and a radio in the OEM vehicle. He described that these would be multiband radios to communicate with Police, DPW, and the Fire Department. Mr. Vinci advised that this request would need to be reflected in revisions to the capital budget as it would not be an operating expense.

C. Barzelatto noted that funds are being requested for the printing and binding line item since the emergency preparedness newsletter will be an annual publication.

Council discussed the need for a detailed emergency management plan for each of the designated shelters and the various potential emergencies. C. Barzelatto advised that a plan will be forthcoming and is being coordinated with the Police Department.

ADJOURNMENT:

As there was no further business to come before the Council, on a motion by C. LaMastra, second by C. Park, and unanimously carried, to adjourn this meeting. The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Lissette Aportela,
MPA, RMC, CMC
Borough Clerk