

**MINUTES OF THE SPECIAL MEETING
OF THE MAYOR AND COUNCIL**

JANUARY 15, 2013

SPECIAL MEETING

A Special Meeting of the Mayor and Council was held in the Municipal Building on January 15, 2013.

Mayor Bivona opened the meeting at 6:00 P.M. and Borough Clerk, Sally Bleeker, read the Sunshine Law Statement.

ROLL CALL

The following Council Members and Professional Staff were present: Mayor Bivona, Council President Lota, Councilperson Kahwaty, Councilperson Kelly, Councilperson Lambrix, Councilperson Pedone and Councilperson Ramsey, Borough Administrator Hart and Borough Attorney Smith.

PUBLIC'S OPPORTUNITY TO SPEAK

Motion to open the time for public comment was made by Councilperson Lambrix, seconded by Councilperson Kelly. Discussion – none.

No one from the public came forward and a motion to close the time for public comment was made by Councilperson Pedone, seconded by Councilperson Kahwaty. Discussion – none.

DISCUSSION

• **2013 BUDGET DISCUSSION – PERSONNEL NEEDS**

Mayor Bivona announced that this is an information gathering meeting which will enable Councilmembers to make accurate decisions.

Councilperson Lambrix reported that the Personnel Committee has been meeting with Mr. Hart as well as various Department Heads for the past several months to get a sense of the personnel needs of these departments. The Police, DPW, Construction and Recreation Departments are all requesting additional personnel both full and part time. The Police Department is also requesting five specific promotions of existing personnel. He recommended reviewing these requests and obtaining input from Councilmembers who are the liaisons to these specific departments. In addition to personnel, there are other discretionary requests and capital programs which will put a strain on the budget. This means that opinions on these personnel requests are crucial. Mr. Hart anticipates the further analysis of information and input obtained at this meeting by the Personnel Committee. This will put them in a position to prioritize what they feel is important.

Mr. Hart spoke regarding the Construction Department stating that this department is anticipating additional work from the North West Bergen Utility Authority Sewer Project which will fall on the Plumbing Inspector. Currently the Plumbing Inspector works nine hours a week and the Construction Official anticipates that an additional nine hours of work per week will be necessary. The other request is for part time clerical staff to assist in a reorganization of the filing system. Mr. Hart expects that the additional hours for the Plumbing Inspector would not be necessary until the fall and he would advise against any hiring until the need presents itself. The question is how to appropriately budget for an anticipated need. Councilperson Kahwaty commented that there is no net cost to the Borough for additional hours for the Plumbing Inspector or an additional Plumbing Inspector. Mayor Bivona stated that ample user fees must be charged to cover the cost of the Construction Department. Mr. Hart stated that there is a legal requirement that the Construction Department is self liquidating and an annual report showing revenues and expenses must be filed. Mr. Smith noted that the DPW did some renovation work in the

Construction Office which could be charged to the Construction Department. Mr. Hart said that although that is the case, the work still has to be budgeted. There are lines in the form that is submitted to the State that offsets items such as heating, etc. for the Borough.

Councilperson Lambrix suggested the possibility of part time temporary help in the Construction Office. Mr. Hart stated that the Planning Board Secretary provides additional support in that office. He said that it might be prudent to budget a small amount of money in the event that additional help is needed to assist the plumbing inspector later in the year.

Regarding the Recreation Department, Mr. Hart stated that Kathy and John are the two full time employees along with Anna and Theresa who are part time. The Recreation Center opens at 7 A.M. on Monday, Wednesday and Friday. It opens at 8:30 A.M. on Tuesdays and Thursday and closes at 6 P.M. daily. The overlap of time is an issue especially later in the day and the volunteers who used to help no longer exist. Last September, Theresa was hired to fill these hours for a total of eleven hours a week. Mr. Hart said that the question is whether the Borough wants to maintain these hours at the Recreation Center which requires this temporary position. John Ciurciu has provided information on the numbers of people who use the Recreation Center from 7 A.M. to 8 A.M. and between 4 P.M. to 6 P.M. These numbers are not compelling and the Council will have to determine whether there is adequate interest to keep the Recreation Center open during these times. Mr. Hart was questioned on the amount of revenue brought in by people using the gym during these hours. He said that he can find out but the amount of revenue will be relatively small.

Mr. Lambrix said that it will cost the Borough approximately \$10,000 to continue the status quo. He suggested a review of the recreation function including the possibility of outsourcing. Mayor Bivona said that the Recreation Center is a valuable asset with good potential and further study is necessary.

Mr. Hart stated that the DPW is requesting some additional hires and referred to a DPW memo noting the existing responsibilities. The memo stressed the additional work that this department has taken on over the past few years. Mr. Hart recommended that the Mayor and Council consider a stipend for the Recycling Coordinator who is the Assistant Superintendent of Public Works at the present time. The recycling work would have to be outside regular DPW hours. The stipend could be paid out of the Clean Communities Grant or the Recycling Tonnage Grant. Mr. Hart noted that the DPW has taken on additional responsibilities in recent years such as the Nature Preserve.

Mayor Bivona said that he would like to see a work flow diagram or chart noting what has changed or been added to the DPW's work load because he is not sure of their scope of work. Mr. Hart indicated that there is always the possibility of outsourcing. Councilperson Pedone asked about overtime and Mr. Hart said that the DPW does a good job of managing overtime. Snow and other weather related items contribute to 98% of DPW overtime with very little overtime on a day to day basis. Councilperson Lambrix was curious about the additional workload from year to year. They need to compare this on an annual basis while keeping in mind that no extra employees have been added to this department for some time. Councilperson Ramsey remarked that the Recreation Department is requesting DPW workers for field maintenance.

Councilperson Pedone pointed out that the DPW is requesting two additional employees and the Police Department is requesting more. The Council needs to be prepared to prioritize. Mayor Bivona said that expanded service may not be necessary if residents are not complaining. Mr. Hart said that it is apparent to him that public areas are not being properly maintained. Mayor Bivona commented that this is not a manpower issue.

Council President Lota stated that since she has been on the Council, the Recreation Department has always wanted a dedicated DPW employer. The DPW doesn't feel they can afford to have a full time person dedicated to the Recreation Department.

Councilperson Kelley said that one of the significant problems is that they can't seem to obtain a quantified definition of what employees are doing and how much time it is

taking. There is a problem with providing this type of clarification and there needs to be justification for the request for two new hires. Councilperson Lambrix commented that the DPW is doing more high quality work without the need for overtime. Mr. Hart stated that this means the DPW is unable to do other things as effectively or efficiently as they had in the past. Council President Lota said it is her impression that the DPW feels they are not as efficient as they could be or that they just don't have the time to get around to everything that needs to be done.

Mr. Hart stated that the Borough has a performance measurement program that is being rolled out by department. It is currently being used by the Construction Department. The various departments need to work on departmental measurements meaning that work needs to be recorded and tracked which is time consuming and may require additional software.

Councilperson Lambrix summarized stating that there is a request for \$375,000 in additional personnel. The Council needs to determine whether any of these new hire requests are justified. If they are all justified, how will the Personnel Committee decide which ones to select over the others. Councilperson Lambrix said that the input from the Council is necessary in order to make the best possible recommendations.

RESOLUTION FOR CLOSED SESSION

BE IT RESOLVED, by the Mayor and Council of the Borough of Franklin Lakes, County of Bergen and State of New Jersey that a Closed Meeting be held on Tuesday, January 15, 2013 which begins at 6:00 PM, in the Conference Room at the Municipal Building to discuss the following:

Closed meeting issues:

- Personnel Needs – tactics and techniques utilized in protecting the safety and property of the public – Police Department

BE IT FURTHER RESOLVED, that the discussion conducted in closed session shall be disclosed to the public once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW, THEREFORE BE IT RESOLVED, that the public be excluded from this meeting.

Motion by Council President Lota, seconded by Councilperson Pedone at 7:00 P.M. to enter into Closed Session, Discussion – none. All in resolution approved.

ADJOURNMENT

Motion by Councilperson Lota to adjourn to the regular meeting at 7:30 PM. Councilperson Pedone seconded the motion.

Roll Call Vote

Ayes: Councilmembers Kahwaty, Kelly, Lambrix, Lota, Pedone and Ramsey

Nays:

Abstain:

Absent:

Motion Approved

Respectfully submitted,



Sally T. Bleeker, Borough Clerk