

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

CALL TO ORDER

Mayor Henry called the December 15, 2016 special meeting of the Mayor and Council to order at 5:06PM in the Garabrant Center, 4 Wilson Street, Mendham, NJ.

INVOCATION AND FLAG SALUTE

Mayor Henry led a moment of silent meditation followed by the Pledge of Allegiance.

OPENING STATEMENT

Notice of this meeting of the Mayor and Council of the Borough of Mendham was published in the *Observer-Tribune* and was posted on the Phoenix House bulletin board in accordance with the Open Public Meetings Act.

ATTENDANCE

Mayor Neil Henry
Councilman John Andrews
Councilman Brad Badal
Councilman David Sharkey
Councilman Stanley Witczak
Councilman John Andrus

Excused: Councilwoman Veronica Daly

Also present: Councilwoman-elect Christine Glassner
Susan Giordano, CFO
Richard Merkt, Administrator

DISCUSSION: 2017 Budget

Mayor Henry welcomed the attendees and turned the meeting over to Councilman Andrus, Finance Committee Chair. Councilman Andrus asked the Council members whether they had questions regarding 2016 expenditures, operating budgets and/or the proposed budget for the upcoming year. He added that expenditures to date are within budget other than one or two line items in certain departments. Councilman Andrus stated that 2016 capital projects totaled \$250-300K while 2017 requests are approximately \$1.6M and do not include dredging of the pond (approx. \$50K), restoration of the Phoenix House (approx. \$1M) and repairs to the Mountain Valley Park dam.

Councilman Andrus invited Doug Wright, WRF Superintendent, to address the Council.

Mr. Wright answered questions relating to hospitalization, sludge removal and the capital improvement fund. He stated that there has been no sewer increases in 18 years and that the existing bond and note principles have approximately 12 years left. Mr. Wright further indicated that the Borough has not been fined by the DEP during the last two (2) permit cycles, however, funds must be budgeted as a precaution since the potential fines are significant.

Discussion followed regarding Mr. Wright's capital improvement requests which include the following:

- UV System repair/replacement
- Copper elimination
- SCADA system update

Councilman Andrus opened the floor to the Council for any questions relating to 2016 Fire Department expenditures. Hearing none, Councilman Andrus invited Michael Bruin, Fire Chief, to address the Council.

Mr. Bruin appeared with Chris Nelson and Greg Wiatroski to discuss the MFD 2017 proposed budget. Councilman Andrus noted that it exceeds the 2% cap and sought clarification on a number of line items. Mr. Bruin addressed 2016 exceedances that occurred in Clothing and Uniforms (replenishment of shirts/uniforms) and Supplies and Equipment (repairs and maintenance). He added that the phone and keyless entry systems were completed in 2016 and confirmed that internet service at the firehouse delivers calls via cell phones/tablets for faster response times.

Discussion followed regarding Mr. Bruin's capital improvement requests which include the following:

- Bottle replacement for aging and mismatched bottles
- Garage door repair/upgrade
- Tool and equipment repair/replacement

Councilman Andrus suggested that a capital account be established so funds can be accumulated over time to cover necessary improvements.

James Hendren, MFAS President, responded to inquiries regarding the purchase and use of radios. He presented his capital requests which include a self-loading stretcher which is necessary to avoid first responder injuries. Mayor Henry agreed to provide copies of quotations for same. Mr. Hendren also confirmed that the purchase of additional radios is necessary as certain Squad officers do not have them. He indicated that there has been an increase in the number of officers over the last three (3) years.

Ken O'Brien, DPW Superintendent, proposed reductions in some line items in order to replace an outdated vehicle maintenance computer. He also confirmed that the DPW maintains signage in the Borough and that they install regulatory signs that the police purchase. Mr. O'Brien opined that increases in tree removal costs should be reflected in the Shade Tree budget rather than brush pickup. Discussion followed regarding paving, road improvements, grant eligibility, application of funds to various projects and the associated conditions of same. Mr. Merkt agreed to notify the Mayor and Council of the conditions set forth in the DOT grant for Cherry Lane.

Mr. O'Brien listed his capital requests which included the following:

- Vehicle maintenance computer
- Pickup trucks (2)
- Bucket lift (currently using Mendham Township's on an as-needed basis)
- Stainless steel dump body

Councilman Andrus instructed Mr. O'Brien to review the salary ranges for some of his more "specialized" employees in order to promote retention. Mayor Henry agreed to provide a recent salary comparison.

Councilman Andrus presented an update on the Borough tennis courts and stated that while the firehouse courts can be repaired for a reasonable amount of money, Orchard Street repairs will be significantly higher. He added that when the Orchard Street cost estimate becomes available, the Council must be prepared to determine if the project is financially worthwhile.

Pasquale Liberto, Police Chief, and John Camoia, OIC, addressed expenditure issues related to a new police vehicle and identified possible consequences of delaying the purchase. Further discussion focused on computer repair fees and the possibility of other IT vendors. It was suggested that a consultant be hired to evaluate the Borough's IT needs and services to ensure proper service and expenses. Ms. Giordano agreed to provide a cost summary for IT along with Engineering and Attorney fees.

Chief Liberto and Sergeant Camoia identified the following capital needs:

- LiveScan equipment
- PD office supplies/equipment

Discussion followed regarding the propriety of having the Borough Purchasing Agent assume responsibility for procurement on behalf of the Police Department.

Councilman Andrus concluded that the operating budget is in good shape with a well-developed idea of appropriate capital expenditures. He added that the 2% salary increase will be budgeted and more will be known once the fund balance amount is determined.

PUBLIC COMMENT

Mayor Henry opened the floor to comments/questions from the public. Hearing none, the Mayor closed the public portion of the meeting.

ADJOURNMENT

There being no further business scheduled for the consideration of the Mayor and Council at this time, on a motion duly made, seconded and unanimously carried by a voice vote, the meeting was adjourned at approximately 7:43PM next to convene at the regular meeting on December 19, 2016 at 8:00PM at the Garabrant Center, 4 Wilson Street, Mendham, New Jersey 07945.

Respectfully submitted,

Margot G. Kaye

Margot G. Kaye, RMC
Borough Clerk