

**BOROUGH OF MEDFORD LAKES  
BUDGET WORKSHOP  
October 14, 2008**

A Budget Workshop of the Borough Council of the Borough of Medford Lakes, New Jersey, was held on the above date at Oaks Hall, located at Municipal Cabin, 1 Cabin Circle, Medford Lakes, NJ 08055 beginning at 7:00pm. Following the Pledge of Allegiance, Clerk McIntosh read the Statement of Compliance with the Open Public Meetings Act: this is to announce that adequate notice in the form of Notice of Meetings was (1) posted on the Administration Building bulletin board, (2) mailed to The Central Record, Medford, NJ, (3) and filed with the Municipal Clerk. Advance written notice of this meeting was mailed or emailed to all persons who requested such notice according to the Clerk of the Municipality.

In attendance were Mayor Paul G. Weiss, Esq., Councilman Timothy S. Casey, Councilman Gregory C. Lackey (arrived at 7:30pm) Manager Geoff D. Urbanik, CMFO Donna A. Condo and Clerk Mark J. McIntosh.

**POLICE DEPARTMENT PRESENTATION**

Chief Frank Martine presented the 2009 Police Department budget, and emphasized the following:

- End of two year cycle on one police car
- Anticipated replacement cost of \$35,000
- Purchase of a fingerprint scanner
- Anticipated cost \$18,000 to \$25,000 (includes training, install, setup, state contract)
- 2009 Operating budget lowered by approx. \$2,700
- Anticipated 4% increase of S&W related to collective bargaining with MLPOA
- Returning approx. \$5,000 in O.T. to surplus
- Crossing Guards stay the same
- Concerned about buy-back money being available
- Most operating expenses stayed the same or decreased
- Ammunition costs have gone up
- Fuel costs have gone up.
- Replaced most desktop computers with move to Oaks Hall, currently replacing mobile computers (Car laptop)

***Councilman Casey asked if we dodged a bullet with O.T. issue.***

Chief Martine stated we had no lengthy absences from rank and file.

***CFO Condo/Mgr. Urbanik stated that the police vehicle could be capitalized.***

***Councilman Casey asked about fingerprint machine specifics.***

Chief Martine stated there are two types on market, internet based, use same software, difference is in service.

***Clerk McIntosh asked if it could be used for the schools to fingerprint all students, teachers and contractors. Is it portable?***

Chief Martine stated the system is for criminal activity.

***Mayor Weiss asked how often the department is completing checks.***

Chief Martine stated +/-10 per month

***Mayor Weiss asked about the police car, we are currently operating three marked, the Expedition is "out-of-service", this request is to replace the Explorer, any consideration for a hybrid?***

Chief Martine responded that we can use the Explorer as an administration vehicle, police cars only have a five year life expectancy, and hybrids have not been designed with a police package yet. Upgrades to suspension and motors void the warranty on a hybrid. Some police departments use hybrids for administration, detectives and other non-front line positions.

***Councilman Casey asked CFO Condo to do a breakout of benefits and have Auditor explain in/out of CAP to council at Nov. meeting.***

***CFO Condo asked about anticipated Salary & Wages increase***

Chief Martine reported 4% for everyone including longevity

Chief Martine completed budget presentation and reported that his department was developing a punch list of items related to the new building and costs.

***Mayor Weiss thanked Chief Martine for his presentation and time.***

**PLANNING BOARD BUDGET PRESENTATION**

Planning Board Chairperson Debbie Klemas presented the 2009 Planning/Zoning Board budget, and emphasized the following:

- Board saved approx. \$7,000 in 2008 by having two board members do the review of the Land Use Ordinance
- Solicitor looking for a 3% salary increase.
- Would like to see secretary receive more compensation

***Mayor Weiss asked what the current PB Secretary is making.***

Chairperson Klemas stated it is an hourly position, approx. 25 hours per month

***Manager Urbanik asked to review and also review last year.***

***Mayor Weiss thanked Chairperson Klemas for her presentation and time***

### **MUNICIPAL COURT BUDGET PRESENTATION**

Municipal Court Judge James Vodges and Court Administrator Jodie Termi presented the 2009 Municipal Court Budget, and emphasized the following:

- Budget reflects certain mandates from Administrative Office of the Courts
- The 2008 revenues were down in Click-it or Ticket due to rainy weather and one less officer on patrol (Sgt. @ school).
- In 2008 there was only one appeal and it was sustained by the higher court.

***Mayor Weiss asked how they arrived at projected revenue in 2009 of \$88,000.***

Administrator Termi stated that it was built on averages and trends.

***Councilman Lackey asked if court costs were a local decision.***

Judge Vodges stated that they are State mandates and Judges are discouraged from amending State charges.

***Mayor/Council asked about the video conferencing request and can this be an interlocal use item with other courts?***

Administrator Termi explained the costs via her spreadsheet in the 2009 request packet, and she will look into a shared service of the conferencing system.

Judge Vodges mentioned the need for a security wand to be used at the court entrance.

***Mayor Weiss thanked Judge Vodges and Administrator Termi for their presentation and time.***

### **FIRE DEPARTMENT BUDGET PRESENTATION**

Chief Dennis P. Staples presented the 2009 Fire Department budget, and emphasized the following:

- Operating budget had stayed approx. same as 2008
- Ops. Budget reflects \$200.00 off of 2008 budget request
- Communications costs were up due to a new pager system
- Computer software was up due to the Burlington County maintenance agreement starting in 2009
- Decrease seen in vehicle maintenance with E3711 receiving new brakes in 2008
- FD continues to replace three sets of turnout pants/coats to rotate out the fifteen year old gear.
- FD submitted full department gear replacement in its application for the 2008 Federal Assistance to Firefighters Grant

***Mayor/Council asked what the outcome of the Shared Service Study conducted with Tabernacle and Shamong Townships was?***

Chief Staples stated that the report had been received and all three town chiefs were going to meet for a formal review in the near future. A copy of the report was promised to be delivered to Council in one week and a formal report from the MLFD would be in packets for the second meeting in November or first meeting in December.

***Councilman Casey asked what were the 2009 Standards as identified in the capital request.***

Chief Staples reported a vehicle data recorder (airplane type black box), seatbelt warning system, AED on each apparatus, built in rollover stability bars, reflective striping, fire helmet storage, EPA standard upgrades and other minor changes.

***Mayor Weiss asked if similar engines were in other towns.***

Chief Staples stated no most non-compliant open-cab engines had been replaced

***Mayor Weiss asked about call volume in neighboring towns?***

Chief Staples stated that we were averaging the same as Tabernacle and Shamong. Medford has a much higher call volume.

***Mayor Weiss stated that he would rather see us maintain the current E3711 and manage to safety issues by better training and he would rather spend money on personnel.***

***Mayor Weiss asked why training request was the same if the department had increased in size.***

Chief Staples and Clerk McIntosh responded that a lot of training money was being spent on firefighter entry level courses and little was spent on advanced courses throughout 2008. As members advance so does the number of classes and costs. We always keep a standard amount to allow for fluctuations in membership.

***Mayor Weiss asked if incentive money needed to be increased.***

Chief Staples felt not at this time.

***Councilman Lackey asked how much could Borough sell E3711 for and what would the ISO savings be?***

Chief Staples stated approx. \$50,000 and the ISO savings is unknown.

***Councilman Casey stated that the change in the actual ISO rating would be tough to determine pre-purchase and difficult to quantify. The truck can be amortized over ten years, a BAN that would get rolled into a BOND with other projects.***

***Councilman Casey asked if the fire engine has to be custom built to fit into our station. If yes, at what cost?***

Chief Staples responded yes and the cost for customizing was unknown but built into projected costs from current list of vendors.

***Mayor Weiss thanked Chief Staples for his presentation and time.***

Mayor Weiss requested a third budget workshop be scheduled for November 22<sup>nd</sup> with the Borough Auditor present.

### **ADJOURNMENT**

***Mayor Weiss made a motion, seconded by Councilman Lackey, to adjourn the meeting.***

VOTE TO ADJOURN

Ayes: Weiss, Lackey, Casey

Nays: None

Meeting adjourned at 10:30pm