

**BOROUGH OF MEDFORD LAKES, NJ  
SPECIAL MEETING  
REGULAR BUSINESS AND BUDGET WORKSHOP  
December 1, 2009**

A Special Meeting of the Borough Council of the Borough of Medford Lakes, New Jersey, was held on the above date in Oaks Hall at Municipal Cabin, 1 Cabin Circle, Medford Lakes, NJ 08055 beginning at 7:00pm. Following the pledge of allegiance and moment of silence (Council and the public observed a moment of silence to honor service men and women defending our country), Clerk McIntosh read the Statement of Compliance with the Open Public Meetings Act: this is to announce that adequate notice had been provided to allow publication 48-hours in advance and was (1) posted on the Administration Building bulletin board and (2) 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. Publication of notice was made on November 12, 2009 in the Central Record.

**ROLL CALL**

Clerk McIntosh called roll. Councilman Timothy S. Casey and Councilman Gregory C. Lackey answered in attendance. Mayor Weiss was unable to attend do to an emergency. Also present were Manager Geoffrey D. Urbanik, Financial Officer Donna Condo, Police Chief Frank Martine, Acting Public Works Manager Nancy Rodgers, Licensed Wastewater Treatment Plant Operator Harry Walton, Deputy Fire Chief Gary McGeever and Deputy Manager/Acting Clerk Mark J. McIntosh.

**PUBLIC COMMENT #1 (in bullets)**

*Councilman Casey opened the meeting for public comment*

Mike Powers, 19 Onondago Trail:

- Asked for the status on the July 31<sup>st</sup> storm cleanup. Three trees on property or in buffer zone are marked with an "X", what is to be done with them?

*Manager Urbanik and Clerk McIntosh stated that they are unaware of the borough involvement with the marked trees but will follow-up with the Code Enforcement Officer*

*Councilman Casey closed public comment*

**RESOLUTIONS**

*Councilman Casey introduced Resolution Number 170-09, seconded by Councilman Lackey*

*Councilman Casey provided a synopsis of the bidding process and amount of contract*

*Councilman Casey motioned adoption of Resolution Number 170-09, seconded by Councilman Lackey*

**RESOLUTION 170-09**

**AWARDING A BID FOR A FIRE ENGINE**

**WHEREAS**, the Borough of Medford Lakes pursuant to the public contract law received the following bids for a FIRE ENGINE on August 21, 2009:

|                           |   |
|---------------------------|---|
| Crimson Fire Apparatus    | \$404,950.00 (alternate bid \$412,588.00) |
| Kovatch Mobile Equipment  | \$371,554.00 (alternate bid \$375,722.00) |
| Pierce Manufacturing Inc. | \$414,978.00 (no alternate bid); and      |

**WHEREAS**, KME was the lowest responsible/responsive bidder received by the Borough, with a bid in the amount of \$371,554.00 and an alternate bid in the amount of \$375,722.00; and

**WHEREAS**, the bid and alternate bid of KME has complied with the bid specifications as prepared by the Borough; and

**WHEREAS**, the Fire Chief recommends that Council also award the option of a Long Four Door Cab as described in the bid for an additional \$2,228.00; and

**WHEREAS**, the CFO certifies that funds are available for this purpose.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the Borough of Medford Lakes that Kovatch Mobile Equipment, One Industrial Complex, Nesquehoning, PA 18240 be and hereby is awarded a contract for purchase of one FIRE ENGINE in accordance with the specifications in the alternate bid and optional cab style in the amount of \$377,950.00.

**BE IT FURTHER RESOLVED**, that the Mayor and Borough Clerk are hereby authorized and directed to execute the contract as proposed and included in the Borough's bid package and any other related document with Kovatch Mobile Equipment in order to complete said Contract.

VOTE TO ADOPT RESOLUTION NUMBER 170-09

Ayes: Casey, Lackey

Nays: None

Absent: Weiss

Resolution Adopted

**BUDGET PRESENTATIONS**

**POLICE DEPARTMENT:**

*Manager Urbanik provided an overview of the police budget, staff reduction and a vehicle purchase.*

*Chief Martine provided a synopsis of his 2010 Budget request and identified that it is lower due to two (2) officers leaving. The 2010 request is approx. \$40,000 less and based on having eight full-time officers.*

*Chief Martine explained past budget requests. Chief Martine explained a slight increase in crossing guards and the fleet maintenance budget was hinging on a vehicle replacement.*

*Councilman Casey requested the Finance Officer to provide council with a spreadsheet showing actual money spent and not just budgeted.*

*Chief Martine explained his request for a vehicle in 2010 and provided council with current fleet mileage.*

*Councilman Lackey asked if the SUV is better than a sedan.*

*Chief Martine stated, yes, the Ford Explorer has allowed for more flexibility. (i.e. Interior size, storage and weather conditions.)*

*Councilman Lackey asked if there is a mileage requirement for replacement and if the borough salvages the equipment.*

*Chief Martine explained the annual amount of mileage placed on the vehicles, cost of repairs, etc. and that as much equipment as possible is salvaged; the remaining is sold at auction.*

*Councilman Casey asked if the Chief had factored in any additional training costs with the new officer.*

*Chief Martine explained that most training is done in-house or through the county at no cost.*

*Councilman Lackey discussed his concerns over the price difference between purchasing a police sedan vs. police SUV.*

*Chief Martine explained that the SUV is eligible to be purchased through the Capital Budget whereas the sedans are not.*

*Councilman Lackey asked if the newest officer was a full time position.*

*Chief Martine stated, yes.*

*Manager Urbanik advised council that police contracts are still in negotiation*

*Councilman Lackey asked the manager to explain SUV vs. sedan purchasing rules*

*Manager Urbanik explained that it is a quirk in the NJ State Purchasing Rules in that SUV's were categorized as trucks thus allowing for them to be purchased under Capital Projects rules.*

*Councilman Casey stated that historically a police car was replaced every five (5) years.*

*Manager Urbanik also said that the Bridge Commission lease program is an available option.*

*Councilman Casey asked for CFO Condo to investigate.*

*Chief Martine states that Warnock Ford has two (2) Durango's at \$25,000 and the Crowne Vic's were \$20,000.*

*Council thanked Chief Martine for his presentation*

PUBLIC WORKS:

*Council asked Acting Public Works Manager Nancy Rodgers to provide an overview of her requests and explain the philosophy behind them.*

*CPWM Nancy Rodgers provided the following overview of her request. Salary & Wages had been kept the same for a Manager and a secretary, an increase for the foreman, would like to promote one (1) current Class "C" laborer to a Class "B" and the Borough Manager is requesting a 2% increase but Nancy recommends a greater increase. Nancy also recommends a step process for the borough mechanic, (i.e. a monetary increase for each certification attained).*

*Councilman Lackey asked why pay for certifications if the mechanic isn't provided the proper equipment to complete the maintenance and isn't it more important for the mechanic to be trained on the emergency vehicles?*

*CPWM Rodgers stated that she was requesting an additional laborer be hired. We now have five plus one mechanic and the department is overwhelmed with requests for other tasks.*

*Councilman Casey asked how the borough was doing with meeting the NJ State Storm water regulations.*

*CPWM Rodgers stated that she's been using the part-timer to help with the inspections but would like to have a full timer hired with responsibility of maintaining the program and be assigned additional duties within public works.*

*Councilman Lackey asked what the mandatory schedule for storm water was*

*CPWM Rodgers stated the regulations call for annual inspections and cleaning as needed.*

*CPWM Rodgers stated that the total repairs for the Labrie is approximately \$13,000*

*Councilman Casey asked how many extra years we can get from the truck if repairs are made.*

*CPWM Rodgers stated approximately five years.*

*Councilman Casey asked if a backup truck can be rented.*

*CPWM Rodgers and CFO Condo will research.*

*CPWM Rodgers stated that money is needed to invest into the maintenance of the GMC dump truck.*

*Councilman Casey asked what amount is needed*

*CPWM Rodgers stated approximately \$8,000 to correct rust issues and a repaint. Mostly all body work. Nancy feels that we should get sixteen (16) years out of that truck.*

*Councilman Lackey asked for an explanation of the \$11,000 request for leaf equipment. He thought we bought it this year.*

*CPWM Rodgers stated that is for replacement blades, liners and general repairs. The Borough has a lot of sand and this is vacuumed up with the leaf piles and wears down the internal equipment of each machine. The department is lucky to get one season out of a leaf machine without having to replace the blade and liner.*

*Councilman Casey asked how many leaf machines the borough has.*

*CPWM Rodgers stated four. Two in operation all the time with a third available if crewed. The fourth is used for parts. The oldest unit is eighteen years old and needs to be replaced.*

*Councilman Lackey asked what Medford paid for their private contractor.*

*CPWM Rodgers stated that Medford has gone back to self pick-up because privatization was too costly.*

*Councilman Lackey asked if anything had been budgeted for repairs to Nokomis Field*

*CPWM Rodgers stated nothing had been budgeted and she hadn't received requests from the Colony after the initial repairs (i.e. raking, grading, debris removal).*

*Councilman Casey asked Nancy to check with the Colony*

*CPWM Rodgers reviewed the New Equipment request for; (3) weedwackers, (1) handheld blower, (1) digital camera, (1) one-inch air gun, (1) twenty-six inch chain saw and replace the sixteen-year old walk behind mower.*

*CPWM Rodgers reviewed the Capital Budget request for; (1) small eleven year old small dump truck with a sander. Estimated cost is \$50,000.*

*Councilman Casey asked if the truck was under NJ State Contract.*

*CPWM Rodgers will check into that.*

*Councilman Casey stated that maybe we should go to bid and get prices.*

*Councilman Lackey asked the age of the white dump*

*CPWM Rodgers stated six years old. The small dumps are multi-functional. The green dump truck needs all new tires, replacement floor, transmission repairs and a new plow. The estimate for repairs is \$20,000. Additional Capital is for a replacement of a twenty year-old brush chipper that runs but it is very hard to find parts for. The chipper is used for Christmas tree pickup, brush pickup from PSE&G tree trimming and occasionally from storm debris. The average costs are \$38,000. At the NJ League Conference a local vendor had one for \$31,008.10 under NJ State Contract. A replacement leaf machine is \$21,000 and not available under state contract yet the parts to repair are under state contract.*

*Councilman Casey asked if this equipment can all be bonded.*

*CFMO Condo stated, yes.*

*Councilman Casey said that the borough may want to revisit the laborer issue and asked Nancy to create a list of activities for a new hire.*

*Councilman Casey asked if re-staining of Municipal Cabin had been factored into the budget.*

*CPWM Rodgers stated that it was budgeted at the same cost as the original staining (\$30,000). The warranty calls for staining every two-year.*

*Councilman Casey stated that the areas that get full sun will probably be needed to be stained and maybe not the entire building every two years. Tim asked that the amount and process be evaluated.*

*Council thanked Nancy for her presentation.*

WASTEWATER:

*Councilman Casey asked WW Operator Harry Walton to provide the methodology for his budget.*

*Licensed Plant Operator Harry Walton provided an overview of his request. Requesting a new computer to support collection operations. Engineering fees are expected to rise without an in-house engineer. The State is requesting a change in the chlorine process. Cost is unknown at this time. Alaimo Engineering was working on this issue.*

*Councilman Casey asked if he was looking at the Ultraviolet (UV) process. Would annual costs be more? Why is the State pushing for a change.*

*WW Operator stated that the State was pushing to get away from all Chlorine gas applications due to their hazards. The ultraviolet process maintenance is basically changing out bulbs. The State is pushing for a lower level chlorine process through sodium hypo chloride. Each process has a different "kill rate".*

*Councilman Casey asked Harry to pull together a ten-year projection on all three processes.*

*Councilman Lackey asked if there are any regulatory hurdles*

*WW Operator Walton stated that our plant has the most restrictions since we discharge directly into a freshwater stream.*

*Councilman Casey asked if the plant with the UV would we have to build a new building.*

*WW Operator Walton stated not with the UV but definitely with the Sodium Hypo chloride process.*

*WW Operator Walton mentioned that he expected an increase in salaries due to the Teamsters Contract expiring in 2009.*

*Councilman Casey mentioned the legal expense in the budget. Tim asked about the repairs to the plant authorized in 2009.*

*WW Operator Walton explained that they have been working on repairing the impellers and motors. One impeller motor that had been sitting was sent to a vendor to get a cost estimate for repairs. Currently there are no backup motors and he would like to have at least one available.*

*Councilman Casey emphasized that in the past it was stated that council was holding up these repairs and that was untrue. Council is looking for Harry's guidance and recommendations for what needs to be completed.*

*WW Operator Walton stated that he has a talented and mechanically inclined employee in Jeff Dyremose and that he was doing a lot of the repairs in-house.*

*Councilman Casey asked about the budgeted security gate at the entrance to the plant.*

*WW Operator Walton stated that it was a request from the DEP or Homeland Security about securing the plants. The manual opening and closing was taking its toll on the employees*

*Councilman Casey asked Harry to provide council with the memo*

*Councilman Casey also stated that he would like to see the gate issue be part of the overall solution to the site work for the whole PW, WW and Fire complex.*

FIRE DEPARTMENT:

*Councilman Casey asked Deputy Chief McGeever to highlight items from the 2010 budget*

*Clerk McIntosh advised council that Fire Chief Staples could not attend due to a prior family commitment*

*DC McGeever explained the required training for continued education and initial education requirements. Gary explained the need to outfit the new engine with an AED as required.*

*Councilman Casey asked that the fire department seek funding for the AED through a community service group like the Lion's Club who in the past have sponsored these types of purchases.*

*DC McGeever explained the request for a computer for the Command Car for use in responses to incidents where preplans are available, MSDS Sheets for hazmat incidents, communications with the county, etc.*

*Councilman Casey recommended the use of a hi-fi network vs. the standard wireless ones. There are other systems available that afford greater service*

*Councilman Lackey asked DC McGeever to explain the health & safety budget*

*DC McGeever explained the requirements for yearly physicals, mask-fit testing, flu shots, hepatitis vaccination shots, etc. The reason it is expended toward the end of the year is due to flu season and it has been routinely scheduled within the fourth quarter.*

*DC McGeever also explained the, "I am responding" program which alerts members to who is enroute to the firehouse for a call enabling them to add or cancel mutual aid.*

*Councilman Casey asked what date the new truck would come on-line*

*DC McGeever stated 270-days from the date of contract signing*

*Councilman Lackey asked what will be done with the old engine*

*Clerk McIntosh stated that it would be disposed of through an auction*

*Council thanked DC McGeever for his presentation*

ADMINISTRATION:

*Councilman Casey asked for an update on the health benefits increase*

*Manager Urbanik expects a sixteen-percent (16%) cost increase*

*Manager Urbanik is asking for a 2% salary increase for all non-union employees and excluding the Manager and Deputy Manager/Clerk. Most operating expenses are expected to remain flat.*

*Councilman Lackey asked about the energy audit.*

*Manager Urbanik stated that the new Municipal Building is using high energy-efficient equipment.*

*Manager Urbanik stated that the purchase of a copier couldn't wait until 2010 and it was purchased under State Contract.*

*Councilman Casey asked that all office computers should print to the copier to save money on printer cartridges. He also asked that the borough assign Comcast accounts to all council and employees as soon as possible. The borough should set everyone up with an, "@medfordlakes.com" address in the event the borough switches provider services.*

*Manager Urbanik stated that the office staff was working on that and it was a priority.*

*Manager Urbanik discussed state aid and what the impact of the 4<sup>th</sup> quarter 2009 payment cancellation means to the borough. Geoff explained the difference between the State Aid and the Utility Aid.*

*Manager Urbanik recommended a modest tax increase for 2010. Current budgets submitted are at \$.11*

*Councilman Casey stated that borough surplus strategies needs to be discussed*

**PUBLIC COMMENT (in bullets)**

Nancy Roswell, 126 Lenape Trail:

- The borough calendar does not list trash collection for Thursday, December 24<sup>th</sup>. Is there still a collection that day?

Clerk McIntosh stated, yes it would be picked on Thursday and he would notify the Colony News and post to the website.

*Councilman Casey closed public comment*

**EXECUTIVE/CLOSED SESSION**

*Councilman Casey motions to close open meeting and enter into a closed/executive session, seconded by Councilman Lackey*

**Resolution Number: 171-09**

**A RESOLUTION EXCLUDING THE PUBLIC FROM A PUBLIC MEETING**

**WHEREAS**, Section 7.a of Chapter 231, Public Law 1975, otherwise known as the "Open Public Meetings Act" states that except as provided by Section 7.a, all meetings of a public body, such as the Borough Council, shall be open to the public at all times: and,

**WHEREAS**, Section 7.b provides that the Borough Council may exclude the public only from the portion of a meeting at which Borough Council discusses certain subjects which are listed in the aforementioned Section; and,

**WHEREAS**, the Borough Council desires to discuss certain subject(s) which are listed in the aforementioned section and desires to exclude the public from the portion of the meeting at which the Borough Council will discuss said subject(s); and,

**WHEREAS**, Section 8 of Chapter 231, Public Law 1975 states that no public body shall exclude the public from any meeting to discuss any matter described in Section 7.b until the public body shall, at a meeting to which the public shall be admitted, first adopt a resolution making certain statements with respect to the subject(s) to be discussed;

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Medford Lakes, in the County of Burlington, State of New Jersey, as follows:

1. That the Borough Council hereby declares that the general nature of the subject(s) to be discussed by the Borough Council in closed session as follows:

- *Borough Manager Position – Employment Matters*

2. That the Borough Council hereby declares that its discussion of the aforementioned subject(s) may be made public at time when the Borough Solicitor advises the Borough Council that the disclosure will not detrimentally affect any right, interest or duty of the Borough or any other entity with respect to said discussion.

3. That the Borough Council for the aforementioned reasons hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Borough Clerk to take the appropriate action to effectuate the terms of this resolution.

**VOTE TO EXIT SPECIAL MEETING & ENTER EXECUTIVE SESSION**

Ayes: Casey, Lackey

Submitted by Mark McIntosh, RMC  
Acting Clerk

Nays: None  
Absent: Weiss  
Motion carries

**EXECUTIVE SESSION**

*Councilman Casey motions to exit Executive/Closed Session and return to the Special Meeting, seconded by Councilman Lackey*

VOTE TO RETURN TO SPECIAL MEETING

Ayes: Casey, Lackey  
Nays: None  
Absent: Weiss  
Motion carries

*Councilman Casey motions to adjourn the Special Meeting, seconded by Councilman Lackey*

VOTE TO ADJOURN SPECIAL MEETING

Ayes: Casey, Lackey  
Nays: None  
Absent: Weiss  
Motion carries