

**MINUTES  
BOROUGH OF NEW MILFORD  
7:00 PM SPECIAL SESSION  
Monday, March 4, 2013**



**WORK SESSION:**

Mayor Subrizi read the Open Public Meeting and Mission Statements.

Councilman Diego Robalino	Present
Councilman Austin Ashley	Absent
Council President Randi Duffie	Present
Councilman Dominic Colucci	Present
Councilwoman Hedy Grant	Present
Councilman Michael Putrino	Present
Mayor Ann Subrizi	Present

Also Present: Chief Frank Papapietro; Christine Demiris, Administrator/Clerk

**CLOSED SESSION:**

The record reflects no discussion took place in closed session.

**OPEN SESSION:**

1. 2013 Capital Budget

Chief Papapietro referenced his memo dated 12/13/12 which outlined his department capital requests for 2013.

The Chief said he is need of a secondary 4x4 SUV as the current secondary vehicle is ten years old. He said it is need of \$5,000 in repairs and is going to go to the Fire Department for use to tow the FD boat. He said the SUV's are needed during heavy snow. He asked for two last year and only one was approved. Estimated cost - \$45,000. Council President Duffie questioned the price. The Chief said it was the state contract price for the police package.

The Chief said the request for pistol range improvements is as a result of recommendations made by a range safety expert hired by the JIF. Estimated cost - \$20,000. Councilman Colucci asked if we charge other towns for use of the range. The Chief said there are currently only two towns that use it and they are charged for the use. Council President Duffie asked if the recommendation was to close the range. The Chief said if the improvements are not made it may be closed.

The third item was a request for a prefabricated building for storage. It was agreed, in light of the proposed renovation of Police Headquarters the request may be moot.

The next item was dashboard cameras at an estimated cost of \$50,000. Council President Duffie asked how many cameras that would buy. The Chief said it would cover six primary vehicles and the separate server that would be required. Council President Duffie asked if this was something that could be done in stages. Chief Papapietro said they would all need to be done at

once to prevent complaints that a car without a camera was intentionally sent to avoid documenting what took place. Mayor Subrizi asked if cameras were being used in any other towns. The Chief said they are currently being used in Lodi and Hackensack. Councilman Robalino asked if there would be audio in addition to the video being captured. The Chief said it would include audio and would additionally record in the back of the vehicle to view the prisoner.

The Chief said the next two requests should be bracketed. With regard to item 5 he said he received an "end of life" letter for the department's scheduling software. He said the new Enforsys system (records management) would eliminate the need to replace the scheduling system. This would go hand in hand with the replacement of the servers which are more than ten years old. The cost of both the Enforsys upgrade and server replacement is \$46,200.

The next request was for \$5,500 for a mobile laptop computer. Councilman Colucci asked how many computers that would cover. The Chief said it is for one computer and covers licensing and installation. He was asked if iPads could be utilized instead. The Chief said we don't have the technology to support it; perhaps with the upgrade to the Enforsys system and server it will be possible in the future.

The Council then discussed the proposed renovation of Police Headquarters. A cost estimate was drafted by Robbie Conley Architect, LLC based upon a committee meeting held earlier. It was noted the PD estimate of \$2,700,000 was based upon \$175 per sq. ft. while the Fire Department estimate was based upon a \$150 per sq. ft. If the PD renovation comes in at \$150 per sq. ft. it would be a savings of \$386,000 from the estimate provided.

Council President Duffie said she still has a number of questions. Councilwoman Grant asked if the needs assessment had been completed. She was advised that it had not. It was acknowledged that although the information is preliminary, in order to move forward, it would be necessary to consider it now so it can be addressed in the 2013 budget. Councilman Putrino said it is a big number to do it all at once. He said he came up with a five year plan for the capital budget which he distributed to the Council; it looks at special projects, ongoing projects, and unanticipated requests.

Councilman Putrino reviewed the plan in detail which included the Fire Department renovation/additions and Hirschfeld Brook. The Council discussed the possibility of budgeting for the design portion of the Police Department renovation so the project would be ready to go out to bid in 2014. The design was estimated to be \$250,000 which was added to the special projects section for 2013.

Modifications to some of the DPW capital expenditures were proposed. The following items were eliminated: van for sewer camera (\$45,000); sewer floor and lining (\$60,000); plows (\$8,000); and radios (\$20,000). The following items were added: medium dump truck with plow and lift gate (\$110,000) and heaters for the garage (\$33,000).

The Council next discussed the Fire Department capital request. Specific items were discussed for possible elimination but it was decided it would be better to provide a flat amount to each company to be spent on equipment at their discretion. The Council settled on \$23,000 per fire company.

The Council discussed the request for smoke detector and air conditioning upgrades and decided it would be best to hold off until after the Police Department renovation is complete as it will result in renovations to the Borough Hall offices as well. It was decided that all remaining Buildings and Grounds capital requests will not be funded this year. Councilman Colucci mentioned the need to replace the fence at the fire training site and noted it was not part of any departmental capital requests. A decision was made to add it to the capital budget in the amount of the lowest quote of \$2,200.

With regard to Recreation, \$27,000 will be appropriated for the Borough's share of the lightning detection system. The balance, in an equal amount, is to be funded by the Board of Education.

The Library's capital request was discussed. It was noted that rewiring would not be considered a capital expense. The circulation desk, in the amount of \$24,400 was approved and will be included.

Based upon the Council discussion the proposed capital budget totaled \$4,697,100 which would require a 5% down payment of \$234,855. \$40,000 has already been budgeted for capital improvement in the operating budget; an additional \$194,855 must be added to the operating budget to support the proposed capital plan.

Subsequent to the conclusion of the capital budget discussion, Mr. Conley called to clarify the estimate for the design of the Police Department renovation. He said \$200,000 should cover the amount necessary to get the project out to bid.

Also noted by Mayor Subrizi was the omission of the guiderail at New Bridge Road and the Boulevard at an estimated cost of \$8,000.

With these modifications the down payment requirement was determined to be \$235,255 necessitating an additional \$195,255 being added to the operating budget.

## 2. 2013 Operating Budget

The Mayor said the revenues are plugged into the budget by the Auditor; the expenses were plugged in based upon the departmental requests.

Councilwoman Grant questioned the increase in the salary and wage line for the assessment of taxes; she said it seemed to be a significant increase and the Council should discuss whether or not the increase should be granted. The Administrator will provide the Council with the Assessor's historical annual salary information for their consideration.

Mayor Subrizi said the guiderail at New Bridge and Boulevard was inadvertently omitted from the unanticipated capital projects. The Council agreed to add it at an estimated cost of \$8,000. The down payment line in the operating budget will be increased to \$235,255.

The budget was reviewed line by line. Based upon the discussion the Administrator was asked to review the following amounts as listed in the proposed budget: Holy Name Hospital/Ambulance back-up; garbage o/e; and recycling salaries.

Council President Duffie said she is frustrated in her efforts to get information from Mid-Bergen and they skew facts. Mid-Bergen made a claim to the Board of Health that they are paying \$10,000 in rent when in fact it is \$3,000. She said they have not been forthcoming on the amount of hours being devoted to New Milford by the Health Inspector. She suggested asking the Board of Health to investigate saying New Milford is being charged more this year for less services. It was noted that three members of the New Milford BOH serve on the Board for Mid-Bergen.

Historic Preservation was discussed. It was noted that \$1,600 was taken from them when the trust account was closed. The \$1,600 will be put into their operating budget for this year.

Councilwoman Grant questioned the Sr. Center request for pool rental and life guard. Councilman Putrino left the meeting room. She was advised that there is interest in trying to arrange a class as part of programming. Councilman Putrino returned to the meeting room.

Regarding Public Events the Council discussed the request to move the Jewish War Veteran's monument to the Borough Hall. The cost to move it must be added to the budget. The Administrator will have the Buildings and Grounds Supervisor obtain estimates to have it moved and it will be added to the B&G budget. Public Events has asked for an additional \$900 to add an additional band to the Memorial Day Parade. The Council agreed to the additional \$900.

The Library budget was put into the municipal budget as submitted. It was noted the 1/3 mil, which is required, is \$604,403. The Library has requested \$709,055. In 2012 they were given a budget of \$694,772 vs. the 1/3 mil of \$645,907. The budget committee has scheduled a meeting with the Library Director to discuss possible reductions. For the purposes of introduction the number will be left as is to be reduced prior to adoption if necessary.

There was a question regarding the item of out-of-cap insurance in the amount of \$131,055. The Administrator will discuss with the Auditor and advise the Council.

Councilman Putrino will update the five year capital plan to be forwarded to the Auditor so he can provide the tax impact.

An item of \$5,000 for a special five year emergency was questioned. The Administrator said she believed it was for the Master Plan reexamination; she will check with the Auditor and advise the Council.

At the conclusion of the budget discussion the Administrator briefed the Council on a situation with one of the proposed FEMA acquisitions. The environmental investigation indicated the presence of an abandoned well on one of the properties. Green Acres requires proof of proper abandonment prior to closing on the property. An attempt was made to locate the well with no success. The Borough engineer suggested to address it during demolition and Green Acres agreed with the provision that they would withhold \$3,000 of its funding to assure the well is addressed. FEMA will not allow the closing to take place for less than the full agreed purchase price. The attorney representing the Borough has suggested the Borough consider fronting the additional \$3,000 out of the open space trust so the closing can proceed. The Council agreed to front the additional money to allow the closing to proceed.

## COMMENTS FROM THE PUBLIC

Council President Duffie made a motion to open the meeting for public comment. Councilwoman Grant seconded the motion. All present in favor, none opposed.

John DeSantis – 190 Powell Drive. Mr. DeSantis asked if the United Water property becomes available and the governing body decides to purchase it how it would fit in with the budget as presented. Mayor Subrizi said it would require a motion to bond an emergency appropriation to cover the 5% down payment requirement. Mr. DeSantis questioned that there is a process for it to happen. Mayor Subrizi confirmed that there is. Mr. DeSantis complimented the Council on the budget discussion noting there was no bickering or political shenanigans saying it was fairly impressive.

In the absence of any further public comment, Councilwoman Grant made a motion to close to the public. Council President Duffie seconded the motion. All present in favor, none opposed.

Councilman Putrino said in light of the discussion with Mr. Brunetti regarding redevelopment he would suggest adding \$5,000 to the budget for the Planner to ensure money would be available to move forward in the process. After some discussion as to whether or not this would fall within the scope of the reexamination of the Master Plan the Council agreed to add \$5,000 to the Master Plan line item.

## ADJOURNMENT

Council President Duffie made a motion to adjourn. Councilman Robalino seconded the motion. All present in favor, none opposed. Time 10:33 PM.

Respectfully submitted,



Christine Demiris, RMC  
Borough Clerk