BOROUGH OF NORWOOD
BERGEN COUNTY, NEW JERSEY

MINUTES OF SPECIAL BUDGET MEETING
OF MARCH 10, 2007

CALL TO ORDER AT 9:00 AM

PRESENT AT ROLL CALL:

Mayor	James Barsa
Councilman	Tom Brizzolara
Councilman	Mike Knigin (Arrived 9:40a.m.)
Council President	Barry Scott
Councilwoman	Dolores Senatore
Councilman	Ed Condoleo (Arrived 9:15a.m.)

ABSENT:

Councilman	Anthony Guercio

ALSO PRESENT:

CFO/Treasurer	Maureen Neville

MAYOR BARSA STATED:

Adequate notice of this meeting was given to the press and posted as required. Date and time of this meeting was legally given as required by the "Open Public Meetings Act". This notice is on file with the Municipal Clerk and posted on the bulletin board. Minutes of this meeting will be made available to the public upon completion of typing and proofreading by the Municipal Clerk.

MUNICIPAL BUDGET FOR 2007

The following department heads spoke to the Council to discuss their 2007 proposed budget:

Dr. Jeff Pavel, President Board of Health, informed the Council that the Board of Health's budget showed an increase of 5% for the County Services Contract. The Secretary to the Board of Health received the signed contract and the County has not increased their fees by 5%. The actual budget amount for this contract is $37,562.

After some discussion, it was agreed to keep the $1,878 in the Board of Health Budget to help defray the deficits in the Dog Trust Account. Dr. Pavel also informed that new legislation has recently passed allowing towns to increase their animal licensing fees up to $21.00. He said that the Board of Health would be looking into this in the future. Dr. Pavel reviewed the Board of Health's request to increase the Board of Health Secretary's salary to $39,500 inclusive of her stipend for Registrar and overtime for the Rabies Clinic. The Board of Health would also like to increase the Deputy Registrar's salary from $500.00 to $1,200.00 The Council said they would take the recommendation under advisement.

Borough Clerk/Administrator reviewed the proposed cuts to her prospective budgets and requested that the Council consider increasing the Borough Clerk O/E by $1,400.00 to reflect the increase in Election Fees. The Borough Clerk reminded the Council that next year the Borough would have to pay for two primary elections. There will be a presidential primary in February followed by the regular June primary. The Council agreed to add the $1,400 to the Borough Clerk O/E. The Administrator's budget will remain as proposed by the Finance Committee.

Mr. Paul Renaud, Construction Official reviewed the Construction Office budget as amended by the Finance Committee. Mr. Renaud reminded the Council that he is using his own vehicle to make inspections since the Borough vehicle has a leak and is not worth fixing. Mr. Renaud would like to receive a vehicle allowance. Mr. Renaud also requested that the Council reconsider the 1.5% salary increased proposed for part-time employees. The Council informed that they would address the salaries towards the end of the meeting.

Mr. Camilo DiRese, DPW Superintendent addressed the Council regarding his combined budgets. Councilman Brizzolara asked Mr. DiRese if he needs the assistance of any outside vendors or consultants to help with the running of the Borough's Infrastructure. Mr. DiRese said that he would not. A discussion took place regarding the cost for the installation of the fence for the Haring Cemetery and it was the consensus of the Council to increase the Building

and Grounds O/E budget by $6,000.00 to reflect the cost of the fence. Chief Krapels, Norwood Police Department addressed the Council regarding his proposed 2007 budget. A discussion took place regarding purchasing vs. leasing of police vehicles. Mayor Barsa called for a consensus of the Council as to whether to buy or lease. Councilmen Scott and Condoleo and Councilwoman Senatore were in favor of purchasing and Councilmen Brizzolara and Knigin were in favor of buying. It was agreed that the Borough would purchase a new vehicle. In further review the Uniform allowance line item was cut by $11,000 to $2,400. The total Police O/E account was proposed at $106,850.00. There was some discussion on not increasing the salary of the crossing guards. Councilwoman Senatore informed the Council that when Norwood Public School stopped allowing the children to leave for lunch the guards lost 2 hours/day. It was agreed at that time to increase their hourly wages to allow them to collect unemployment during the summer months. Presently the crossing guards receive $19.80/hour. No decision was made regarding the crossing guards salaries.

Mr. Al Hess, Chief Norwood EMS informed that he had reviewed the proposed budget with his Liaison, Councilman Knigin and the budget proposed by the Council is agreeable to Norwood EMS. Chief Hess informed that the Corps would have maintenance costs this year for two ambulances. Chief Hess asked the Council if they had seen the new ambulance and informed that the Corps is very pleased with it. Mayor Barsa requested that the Corps bring the new ambulance to a Council Meeting so the Council could inspect the vehicle. Chief Hess informed that the Corps purchased a 10-year-old medium-duty truck with 10,000 miles for $500.00 and donated the vehicle to the Borough. The purpose of this vehicle is to assist during disasters. Chief Hess thanked the Council for their support over the years.

Mr. Bill McGuire, Fire Prevention Official reviewed his department's budget, which the Finance Committee has proposed at $7,000.00. A discussion took place regarding the O/E line item Other Contractual. The contract for the ESP Software is currently being charged to the Data Processing Line Item. A discussion took place regarding the Smoke Detector Replacement Program. Mr. McGuire

volunteered his time and installed smoke detectors in homes occupied by Senior Citizens. Mr. McGuire explained that they have not done this program in the past few years. It was the consensus of the Council to leave the $1,500 for the ESP Software in his budget to purchase smoke detectors and carbon monoxide detectors. Mr. McGuire explained that the department has kept their budget in line over the past few years in order to increase the Official and Inspector's salaries to bring them in line with the surrounding towns. Mr. McGuire requested a $1,300 increase in their salaries. Mr. McGuire explained that the money generated by the license fees is used to run their budget and not to be used as revenue for the Borough. Mr. McGuire reviewed the letter he submitted requesting the salary increase. Mrs. Senatore commended Mr. McGuire for his prudent spending of his 2006 budget and said she would like to give the three men the merit raise he proposed. Regarding Mrs. Grove's salary, Mrs. Senatore said that the regular raise proposed by the Finance Committee is sufficient. Mr. Scott said he felt that the increase was too much and Mr. Condoleo agreed that it was a 20% increase and requested it be spread out over a number of years.
A discussion regarding the salary increase ensued with the Council deferring decision to a later date.

Mayor Barsa explained that there was a time gap between departments and he would like to address the salary issue at this time by going around the room and letting everyone comment. The CFO, Maureen Neville said that she felt that a 4% raise was appropriate for the non-union employees. Mayor Barsa requested that the CFO present the Council with the difference in the proposed 1.5% raise for part-time employees and 3% for full time employees. Ms. Neville informed the Council that the total salary of non-union employees with the Finance Committee's proposed increase is $803,261 and to add an additional 1% increase would only bring it up to $811,293. Ms. Neville expressed her opinion that a 4% raise would tell the employees that they are doing a good job. Councilman Scott pointed out that the employees receive a 2% longevity increase after 5 years and that longevity increases in 5-year increments. It was pointed out that not all employees receive longevity. Councilman Scott expressed his opinion that he felt 3% coupled with longevity was sufficient. A discussion took

place regarding the 1.5% salary increase for part-time employees proposed by the Finance Committee. Councilman Scott explained that the reason for the 1.5% was due to the higher salaries that are currently being paid to the crossing guards. Mayor Barsa requested that the Council look at isolating the crossing guards' salaries from the other part-time positions. Councilwoman Senatore explained the reason that the crossing guards salaries were increased when Norwood Public School did not allow the students to leave for lunch any longer. Councilman Knigin pointed out that to increase the salaries of the employees by 4% in today's economy was a cost of living raise. Councilman Knigin said that employees in the Borough are not being paid at market rate presently. Councilman Brizzolara said that he felt that the dollar difference is approximately $8,000, but the difference to moral is immeasurable. Councilman Condoleo questioned whether the raises in the public sector are given without performance evaluations. Councilman Condoleo said he would like to see accountability. Councilman Condoleo expressed his opinion that the Borough is not utilizing its employees properly and there may be some efficiency. Councilman Scott proposed that the additional 1% of the raise be given to the department heads and they could distribute the additional money as a merit raise. Councilman Brizzolara said that without a standardized employee evaluation system in place, the merit raise would give the appearance of favoritism. Mayor Barsa requested that the Personnel Committee work on employee evaluations. Councilwoman Senatore referenced the Personnel Manual and informed that employees should be doing self-evaluations. The Clerk informed that she has received the employees' self-evaluation forms for the past three years. Councilwoman Senatore said that after nine years of doing budgets she does not feel it is appropriate to compare departments. Councilwoman Senatore said that she did not think that you could compare the police department with the DPW, nor should the employees expect the same type of raise. Councilman Scott followed up with informing that the employees receive compensation for un-used sick time. Councilman Brizzolara said that he felt that the Council is trying to get tough with the employees who have the least protection. Mayor Barsa requested a consensus of the

Council regarding non-union employees. Councilmen Brizzolara and Knigin said they were in favor of a 4% increase and Councilmen Scott and Condoleo and Councilwoman Senatore said they would support 1.5% for part-time employees and 3% for full-time employees. The Borough Clerk requested clarification regarding full-time employees that also do part-time jobs, would they receive a 3% raise across the board. She was informed that they would receive the 3% across the board. At this time, Councilman Knigin excused himself from the meeting (12:00PM)

Chief Hess, Norwood Fire Department reviewed his proposed budget with the Council. The Council questioned why the expended to date on their data sheets was so low. Chief Hess explained that much of the equipment the department ordered was for the new fire truck and they had to wait until the truck was in to outfit it. The actual numbers came in over budget. After further discussion, it was agreed to change the Fire Department O/E to $36,000.

Mayor Barsa requested that the CFO take the numbers agreed upon by the Council and put them into the budget to see what the numbers will look like. He also requested that she put in the amounts originally requested by the departments including the 4% raise to see what those numbers will look like. There being no further discussion, it was moved by Councilman Scott and seconded by Councilwoman Senatore to adjourn the meeting. All Council Members present were in favor of the motion. The meeting adjourned at 12:30 p.m.

Respectfully submitted by,

Lorraine L. McMackin

Lorraine McMackin, RMC, CMC
Municipal Clerk